



CITY OF NEW CARROLLTON



FY 2013 ADOPTED BUDGET

CITY OF NEW CARROLLTON
FISCAL YEAR 2013
ADOPTED BUDGET
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CITY of NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
(301) 459-6100 FAX (301) 459-8172

June 20, 2012

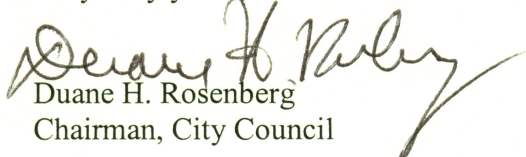
Dear Residents:

Enclosed is the New Carrollton City fiscal yearend 2013 Budget as reviewed and approved by the City Council. I am pleased with the Council's June 20th unanimous vote to accept this year's budget, and the joint efforts of the Council and Administration to develop a plan that ensures the current level of services will continue. In accordance with our charter, the Mayor presented a draft budget to the Council in April. The Mayor proposed a freeze on employee wages and the use of \$1.2 million of prior year reserves to maintain services at the same level as the prior year. Through deliberations, the Council made the following modifications, which we believe are beneficial to City staff and residents:

1. Constant Yield Tax Provision. Using Constant Yield, property tax revenues remain consistent with prior fiscal year receipts, and will remain at that constant dollar amount for three years. Through this alternative, tax collections will be approximately \$1.4 million higher than the Mayor's initial proposal, and prior year reserves will not be used for operations. The City's effective rate becomes 71.36 cents per \$100 of assessed value due to the lower City real estate values from recent assessments. Depending on future market volatility, the effective rate may change again, but the total tax collections and the amount residents contribute remain constant.
2. Employee Cost of Living. City employees will receive a two (2) percent Cost of Living Adjustment (COLA) in wages, funded entirely from fiscal year 2013 property tax collections. The COLA will increase this year's budgeted personnel costs by approximately \$104 thousand.
3. Special Taxing District. The budget includes an additional \$90 thousand tax assessment based on a rate of 15 cents per \$100 of assessed value to enhance public safety in certain apartment areas. Corresponding public safety expenses to provide resources to those apartments are also budgeted. Final action on this item awaits further review and council approval. The Administration and Council are optimistic, however, that a mutually favorable agreement will be in place by fall 2012.

This budget reflects the best efforts of the Mayor, City Council and the City's staff. It is balanced and insures that our City will continue to be well served and maintained throughout the new fiscal year and into the future.

Very truly yours,


Duane H. Rosenberg
Chairman, City Council

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March 30, 2012

Honorable Chairman and Members of the City Council:

The Proposed Fiscal Year 2013 City Budget is herewith submitted for your review and approval.

The City of New Carrollton's Proposed FY 2013 Budget is balanced, maintaining the current Real Property Tax rate of \$.50/\$100 of assessed value. In the face of shrinking property assessments and the resultant loss of Real Property Tax revenue, however, I have to continue freezing employees' salaries and merit raises, curtailing travel and training and keeping capital costs to a minimum. As a further cost savings, I am evaluating possible cost benefits associated with a city-wide large bin, automatic pick-up recycle program and will move on it if it proves beneficial. With the cost of gasoline continuing to escalate, I am implementing contingency measures to curtail gasoline usage. All of these measures are necessary in order to offset continuing revenue shortfalls, rising energy and personnel costs and the increased costs of goods and services so that I can continue my commitment to provide the highest quality of municipal services for our residents, including our twice-weekly rear-door trash removal service.

Continuing my commitment to provide the highest degree of security for our residents, with Council's consent, I'm expanding the Special Public Safety Taxing District to encompass the city's six multifamily apartment complexes. This dedicated revenue source helps fund public safety costs associated with the Special Public Safety Taxing District, supplementing General Fund expenditures. This funding will help enable our police department to continue to provide 24/7 citywide patrol coverage for the upcoming fiscal year. I am also happy to report that the Speed Camera Program continues its success with slowing traffic in our city school zones. In addition, revenues from the program have helped offset public safety costs and have contributed to several valuable public safety projects, including funding for an electronic building security system which is being installed to provide a safe work environment for our Municipal Building visitors and employees.

I will continue with two Parking Enforcement Officers, augmented by the Animal Control Officer who will continue to write parking tickets when not involved in animal control activities. The Animal Control Officer has been responding to a number of calls for service and is providing a valuable service for our residents.

My budget is funding a Contingency Reserve of \$130,000 and an Operating Reserve of \$250,000. In addition, a "Rainy Day Fund" totaling \$476,000 is available to deal with any dire emergencies that may arise.

Again, I would like to thank the City employees for their patience and understanding and assure them that there will be no layoffs or furloughs as long as we all pull together during these difficult economic times. I also want to thank the committee members and members of the City Council, for their rational budgetary recommendations. I strongly recommend that the City Council favorably move upon the attached budget document.

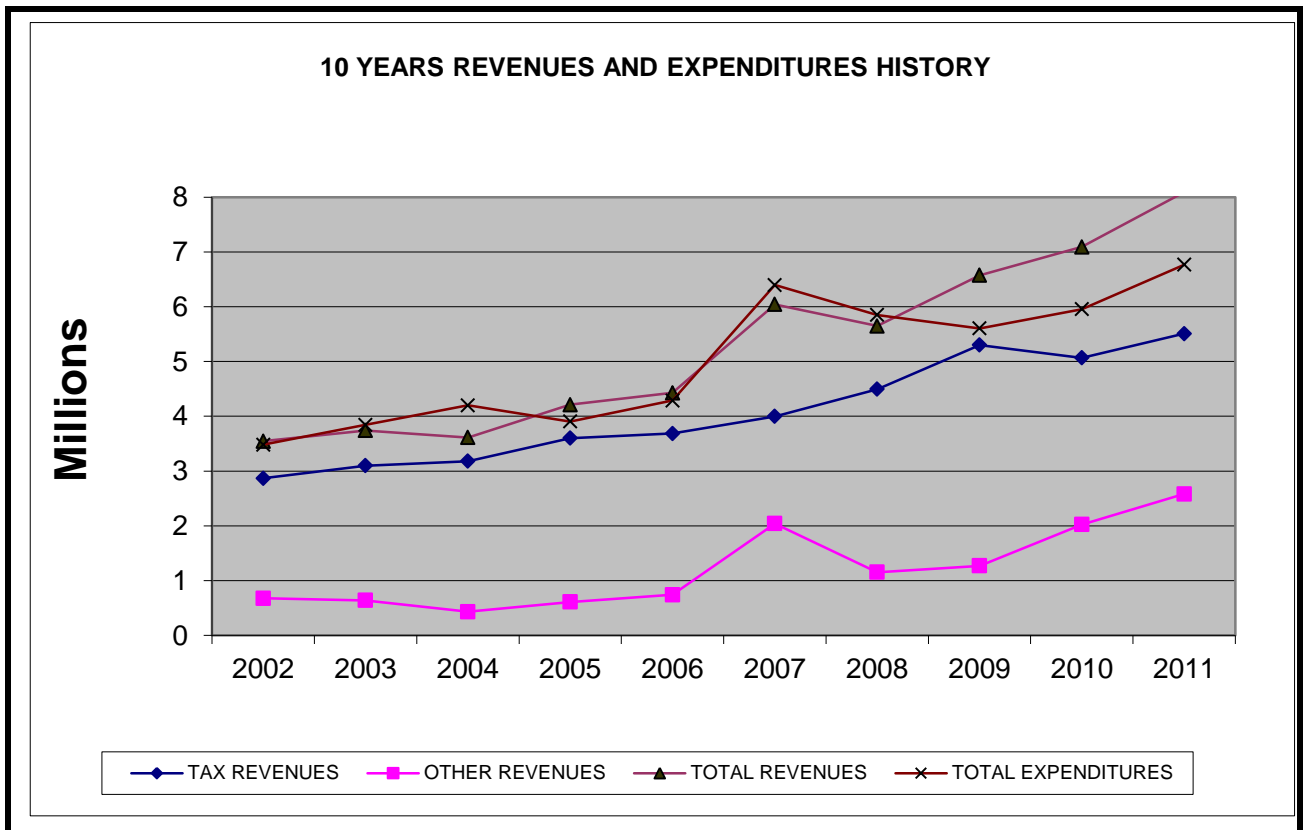
Sincerely,

Andrew C. Hanko
Mayor

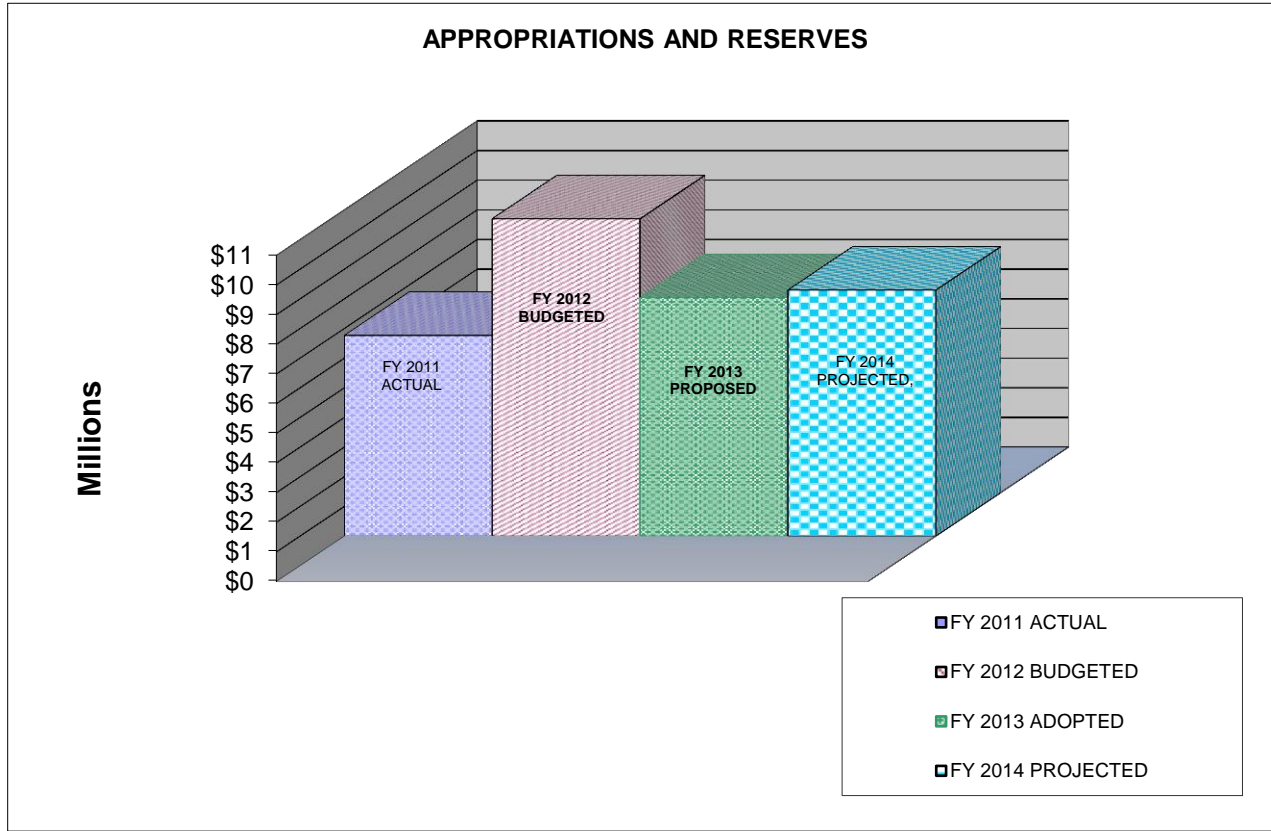
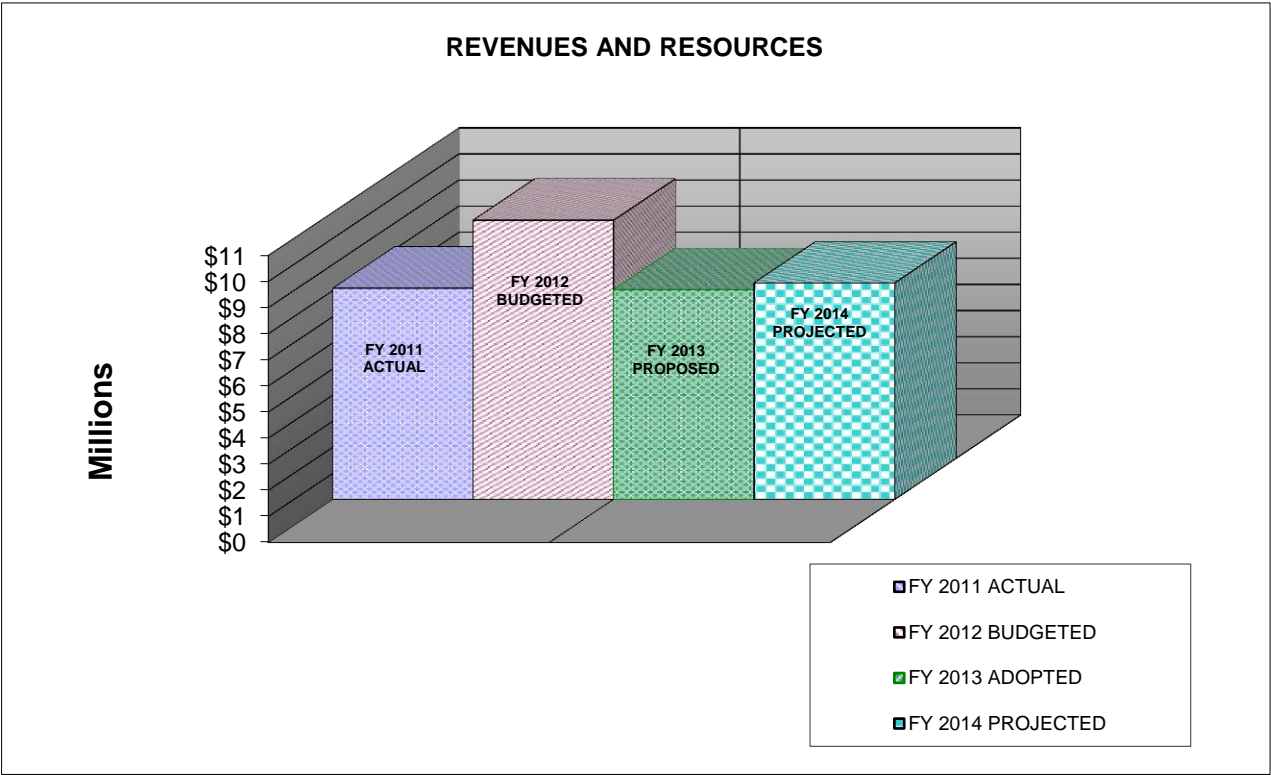
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**INCOME & APPROPRIATIONS:
FOR FY 2013 BUDGET WITH
FUND BALANCE SUMMARY**

The following provides both a summary and detail for revenues, expenditures and fund balances. Included is a ten year summary graph showing the City's revenue and expenditure history.



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F.Y. 2013 BUDGET
SUMMARY OF ESTIMATED INCOME AND
APPROPRIATED EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>REVENUES AND RESOURCES</u>						
GENERAL FUND						
Real Property		\$4,174,239	\$4,435,765	\$4,652,132	\$4,573,195	4.88%
Personal Property & Utilities		376,520	329,500	323,900	346,500	-1.70%
Interest & Penalties		16,151	11,500	9,500	10,500	-17.39%
Business Taxes		912	1,500	1,750	2,500	16.67%
State Shared Taxes		856,213	584,000	705,000	755,518	20.72%
County Shared Taxes		84,692	95,487	82,487	97,987	-13.61%
Licenses and Permits		338,940	168,100	179,250	198,950	6.63%
Grants		167,785	316,900	161,500	173,500	-49.04%
Revenues from Other Agencies		86,790	76,000	93,000	95,000	22.37%
Service Fees & Charges		569,655	578,700	569,550	585,050	-1.58%
Fines & Forfeitures		964,333	745,500	797,400	757,500	6.96%
Other Revenues		129,091	96,450	85,500	97,000	-11.35%
Other Financing Sources		325,000	2,100,000	0	150,000	-100.00%
Contingency Reserve		0	130,000	130,000	130,000	0.00%
Prior Year Surplus		0	778,000	0	71,547	-100.00%
Operating Reserve Carryover		0	250,000	250,000	250,000	0.00%
<u>Total Revenues & Resources</u>		\$8,090,321	\$10,697,402	\$8,040,969	\$8,294,747	-24.83%
<u>APPROPRIATIONS AND RESERVES</u>						
GENERAL FUND						
Personnel Costs		\$4,002,536	\$4,834,279	\$4,858,661	\$5,045,477	0.50%
Operating Costs		1,687,210	2,078,800	1,934,369	1,984,900	-6.95%
Capital Costs		650,194	2,643,200	437,000	288,224	-83.47%
Debt Service (Principle & Interest)		423,661	544,944	421,070	376,850	-22.73%
Judgments & Losses		0	400	400	400	0.00%
Contingency Reserve Carryover		0	130,000	130,000	130,000	0.00%
Operating Reserve Carryover		0	250,000	250,000	250,000	0.00%
Operating Reserve Other			213,779	7,469	215,896	-96.51%
Weinbach Scholarship Grant		2,000	2,000	2,000	3,000	0.00%
<u>Total Appropriations & Reserves</u>		\$6,765,601	\$10,697,402	\$8,040,969	\$8,294,747	-24.83%

F.Y. 2013 CURRENT EXPENSE BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL</u>						
General Government		\$1,036,997	\$1,148,900	\$1,192,761	\$1,249,772	3.82%
Public Safety		1,404,445	1,760,476	1,813,643	1,876,285	3.02%
Public Works		1,561,094	1,924,903	1,852,257	1,919,421	-3.77%
Sub-Total		\$4,002,536	\$4,834,279	\$4,858,661	\$5,045,477	0.50%
<u>OPERATIONS</u>						
General Government		\$594,202	\$676,850	\$586,469	\$593,250	-13.35%
Public Safety		275,911	396,450	362,700	363,550	-8.51%
Public Works		817,097	1,005,500	985,200	1,028,100	-2.02%
Sub-Total		\$1,687,210	\$2,078,800	\$1,934,369	\$1,984,900	-6.95%
<u>CAPITAL</u>						
General Government		\$96,843	\$346,700	\$125,500	\$114,500	-63.80%
Public Safety		277,595	256,500	134,500	0	-47.56%
Public Works		275,756	2,040,000	177,000	173,724	-91.32%
Sub-Total		\$650,194	\$2,643,200	\$437,000	\$288,224	-83.47%
<u>TOTAL PROGRAM EXPENDITURES</u>		\$6,339,940	\$9,556,279	\$7,230,030	\$7,318,601	-24.34%
<u>OTHER</u>						
Debt Service		\$423,661	\$544,944	\$421,070	\$376,850	-22.73%
Judgments & Losses		0	400	400	400	0.00%
Contingency Reserve Carryover		0	130,000	130,000	130,000	0.00%
Operating Reserve		0	250,000	250,000	250,000	0.00%
Operating Reserve-Other			213,779	7,469	215,896	-96.51%
Weinbach Scholarship Grant		2,000	2,000	2,000	3,000	0.00%
Sub-Total		\$425,661	\$1,141,123	\$810,939	\$976,146	-28.94%
<u>TOTAL EXPENSES & RESERVES</u>		\$6,765,601	\$10,697,402	\$8,040,969	\$8,294,747	-24.83%

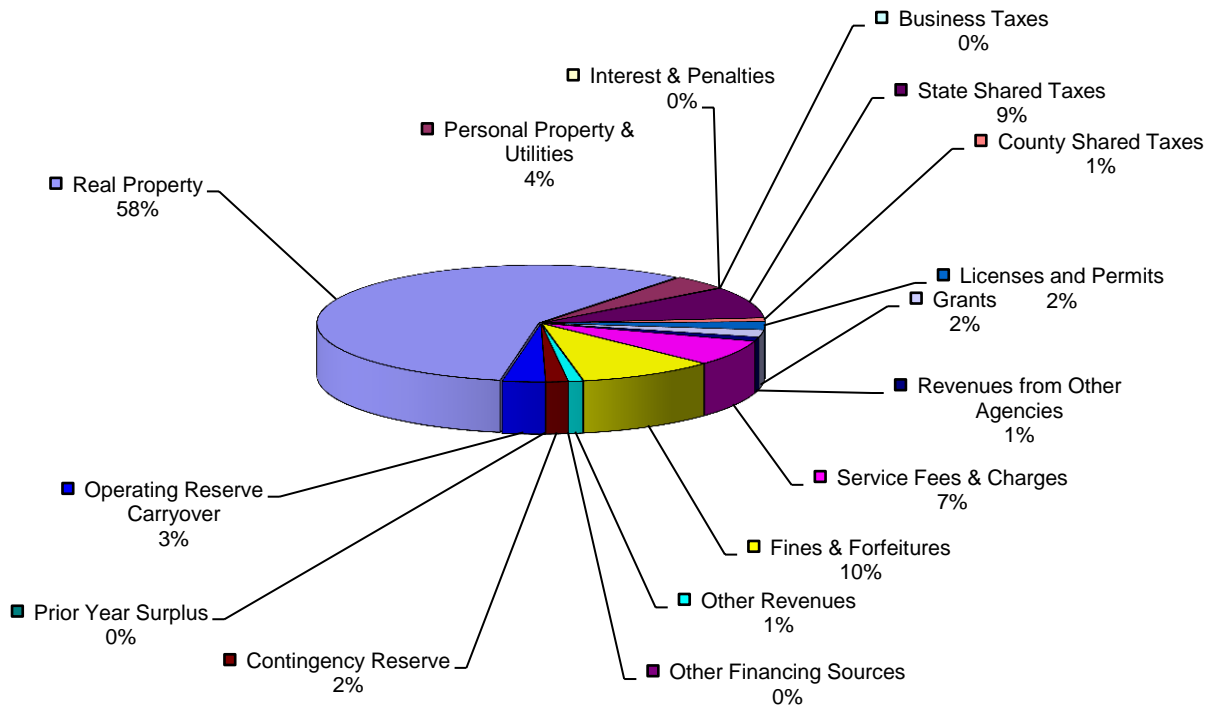
FUND BALANCE SUMMARY
RESERVED AND UNRESERVED

DESCRIPTION	AS OF 02/28/11	AS OF 02/28/12
RESERVED FUND BALANCE:		
Encumbrances	\$0	\$0
Weinbach Scholarship	47,352	45,403
UNRESERVED FUND BALANCE:		
Designated for Prepaid Items	0	0
Designated for Accrued Vacation	126,029	126,029
Designated for Vehicles	0	17,000
Designated for Cable TV Equipment	168,603	198,949
Designated for Street & Sidewalk Repair	790,646	840,146
Designated for Operating Reserve	904,500	778,000
Designated for Global Signal Proceeds	475,785	476,308
Contingency Reserve Carryover	380,000	380,000
Operating Reserve-Real Property	300,000	468,500
Operating Reserve-Speed Camera	417,100	347,743
Undesignated, Unappropriated Fund Balance	767,977	1,774,633
<u>TOTAL UNENCUMBERED FUND BALANCE</u>	\$4,377,992	\$5,452,711

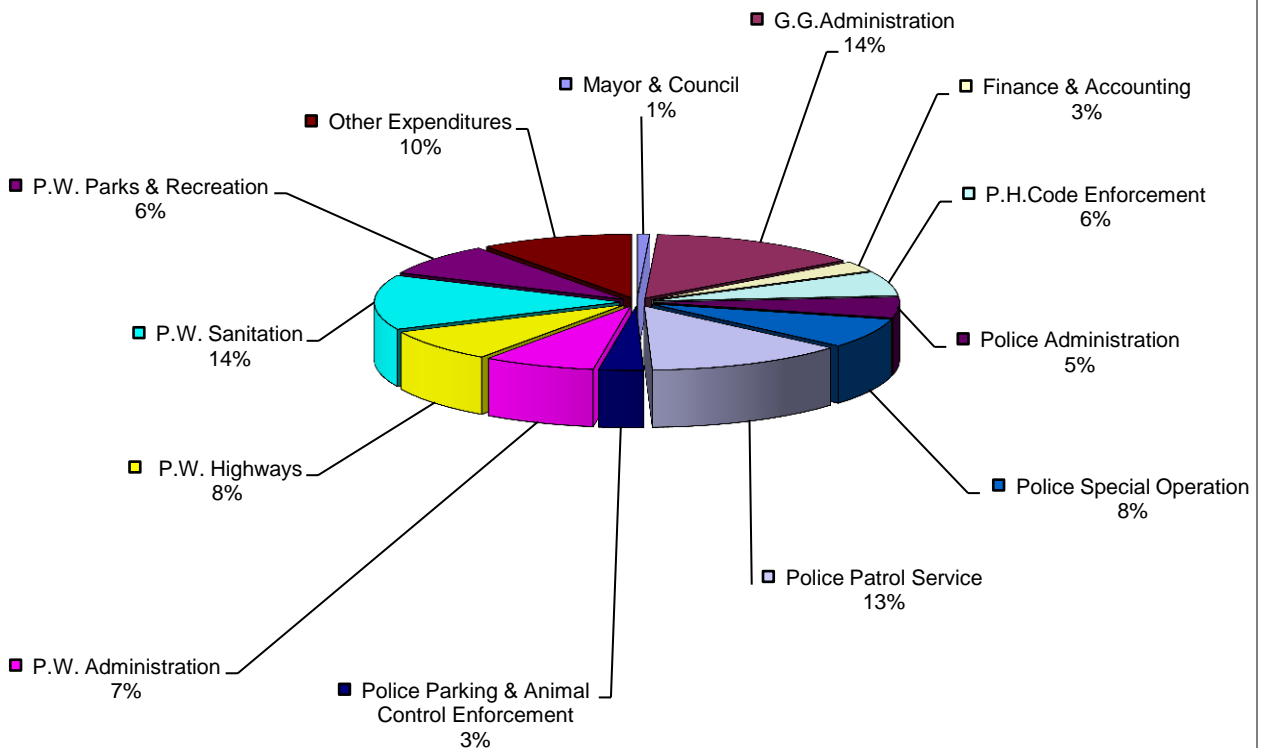
FUND BALANCE EXPLANATIONS:

1. ENCUMBRANCES: Commitments related to unperformed contracts for goods and services.
2. FUND BALANCE:
 - a. Reserved Fund Balance - An account used to earmark a portion of the fund balance to indicate that it is not appropriated for expenditures and is used to earmark a portion of fund equity as legally segregated for a specific future use.
 - b. Unreserved Fund Balance:
 - Designation of Fund Balance - Portion of the fund balance identified by management to reflect tentative plans or commitments of governmental resources.
 - Undesignated Fund Balance- Portion of the fund balance which has not been designated or reserved.
3. PRIOR YEAR SURPLUS: This source of funds comes from the prior year's excess revenues over expenditures to support the current year's budget. It creates a source of revenues to fund current expenditures for which current operating revenues are not sufficient.
4. OPERATING RESERVE CARRYOVER: Presently, \$250,000 is budgeted as a revenue and expenditure for operating reserve carryover.

WHERE FUNDS COME FROM \$8,040,969



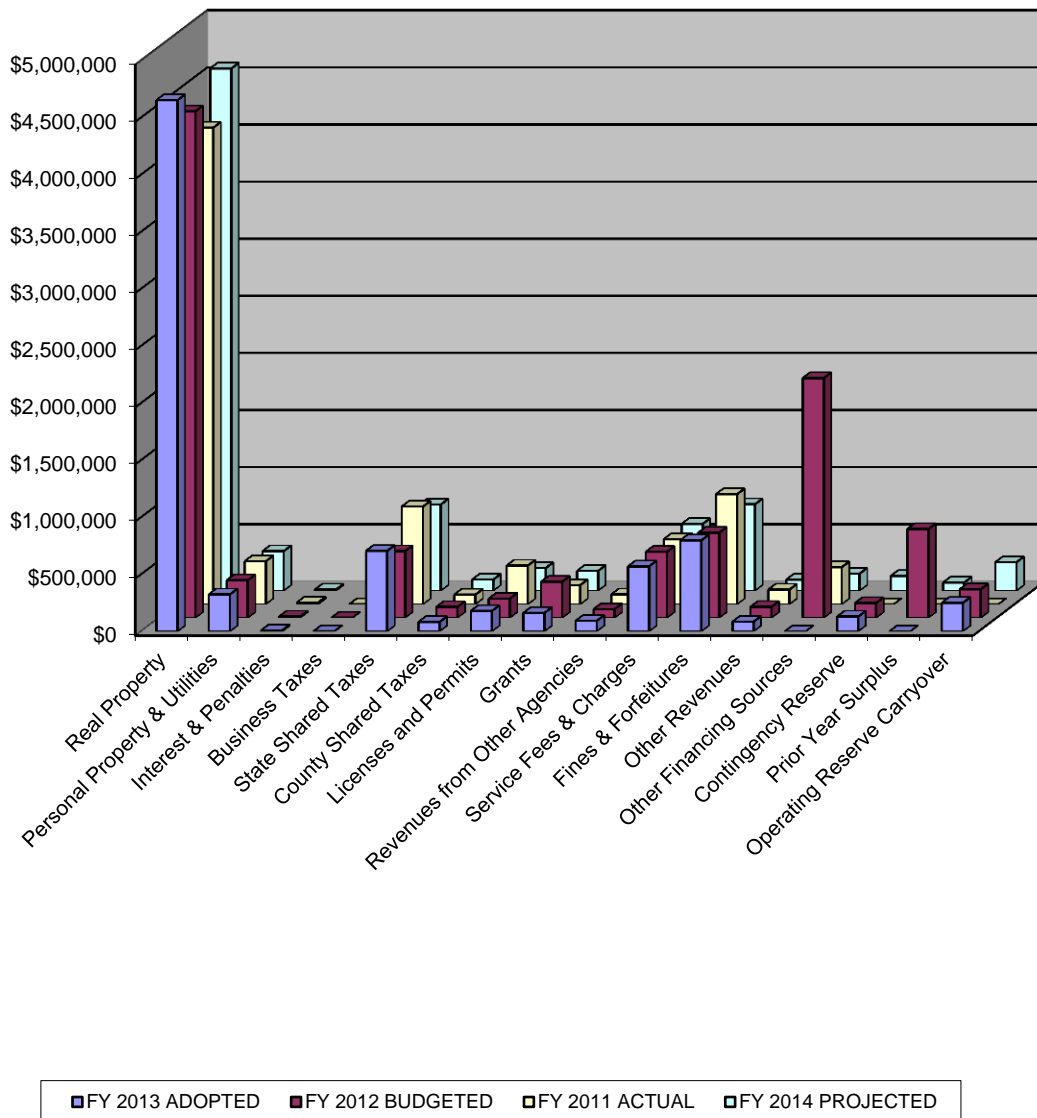
WHERE FUNDS GO \$8,040,969



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FY 2013 BUDGET
REVENUES AND RESOURCES

REVENUES & RESOURCES COMPARISON



Note: There are 16 different categories of revenues including appropriated surpluses.

**F.Y. 2013 CURRENT EXPENSE BUDGET
REVENUES AND RESOURCES**

GENERAL PROPERTY TAXES

- 01-1000-30100 Real Property:** Levied upon the assessed value of all real estate within the City.
- 01-1000-30150 Bus. Real Property - Public Safety:** An additional real property tax rate of 15 cents per \$100 value of all real property levied on businesses and apartment complexes to enhance public safety in the business area.
- 01-1000-30200 Personal Property - Businesses:** Levied upon the assessed value of all inventory, stock and personal business assets of incorporated and unincorporated businesses.
- 01-1000-30250 Personal Property - Public Safety:** An additional assessment of 15 cents per \$100 value of all business personal property assessment to enhance public safety in the business area and apartment areas.
- 01-1000-30300 Property of Railroads & Public Utilities:** Levied upon the inventory and domestic shares of railroads and public utilities within the City.
- 01-1000-30510 Penalties / Interest:** Interest income from past due General Property Taxes.

BUSINESS TAXES

- 01-1000-30650 Admissions & Amusements:** Levied at a rate of 4 1/4% for swimming pools, 10% for motion picture theaters and coin-operated amusement devices, and **6%** for all other entertainment, and on amusement activities for which an entrance fee is charged. Distribution is made quarterly.

STATE SHARED TAXES

- 01-1000-31610 Highway User & Motor Vehicle Tax:** 17.5% of the tax receipts on motor fuel and vehicle registrations are distributed to the counties and municipalities. The County receives one-half in the same ratio that its road mileage bears to the total road mileage in the State, and one-half based on the ratio of vehicles in the County to the total number of vehicles in the state. The City then receives a percentage based on the ratio of mileage of City streets to the total mileage of all streets in the County, and also a percentage based on the ratio of vehicle registrations in the City to the total vehicle registrations in the County. This year's revenue is again based on 7,307 registered vehicles and 22.79 miles of roadway in the City of New Carrollton. Distribution is made monthly.
- 01-1000-31620 Income Taxes:** The State Comptroller is required to annually certify the amount of the State Income Tax liability of the residents of each municipality and special taxing district and to return 8.5% of the total for each jurisdiction to the respective governments. Distribution is made quarterly.

COUNTY SHARED TAXES

- 01-1000-31630 P.G. County Disposal Fee Rebate:** Prorated distribution to municipalities, based on the City's population, for the cost of Prince George's County's bulky trash collection service included in the landfill fees paid by the City.

Revenues Continued

- 01-1000-31650 Hotel / Motel Tax:** This distribution equals 25% of the 5% room tax collected by Prince George's County.
- 01-1000-31700 Payment in Lieu of Bank Stocks:** A tax on shares of stock of banks and finance corporations doing business in the State. When a financial institution subject to this tax was located in a municipality, the proceeds were divided between the county and municipality. This tax was discontinued as of July 1, 1968. The state, however, compensated the counties for their loss of revenue. The counties, in turn were required to make an annual grant to each municipality equal to the amount they received through the tax in the 1968 fiscal year. Distribution is on annual basis.

LICENSES AND PERMITS

- 01-1000-32100 State Traders & Peddlers:** Receipts from license fees paid to the State by businesses operating within the City. Ninety-two percent (92%) of the fees are, in turn, distributed to the City. Distribution is made several times during the year with the bulk of revenues received by municipalities in May of each year.
- 01-1000-32150 City Business License:** From annual license fees paid to the City by each business operating in the City.
- 01-1000-32200 XFINITY Franchise Fees:** Five percent (5%) of gross subscriber charges received by the Cable Television Franchisee (Comcast) from municipal residents are returned to the City in accordance with the provisions of the City Franchise Agreement. Distribution is made quarterly.
- 01-1000-32210 Verizon Cable Franchise Fees:** Five percent (5%) of gross subscriber charges received by the Cable Television Franchisee (Verizon) from municipal residents are returned to the City in accordance with the provisions of the City Franchise Agreement. Distribution is made quarterly.
- 01-1000-32300 Tower Franchise Fees:** Proceeds from an agreement with Nextel for the lease of tower space at the City's Sports Park. Distributions are made monthly.
- 01-1000-32310 Verizon Property Lease:** Proceeds from an agreement with Verizon for the lease of property at \$600 a month.
- 01-1000-32320 Cricket Communication Franchise Fees:** Franchise fees agreed with Cricket Communication.
- 01-1000-32330 Tower Company Easement Purchase:** Sale price represents the easement of land at 7500 Good Luck Road, New Carrollton to TCO Assets Land L.L.C for the cell phone tower.
- 01-1000-32400 Building Permit Fees:** Fees charged to issue building construction and repair permits.

F.Y. 2013 BUDGET
REVENUE AND RESOURCE
COMPARISON WITH PRIOR YEARS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>GENERAL PROPERTY TAXES</u>						
01-1000-30100	Real Property	\$4,075,962	\$4,305,592	\$4,481,132	\$4,398,195	4.08%
01-1000-30150	Bus. Real Property - Public Safety	98,277	130,173	171,000	175,000	31.36%
01-1000-30200	Personal Property - Businesses	286,409	265,000	253,000	275,000	-4.53%
01-1000-30250	Personal Property - Public Safety	40,392	20,500	25,900	26,500	26.34%
01-1000-30300	Property of Railroads & Public Utilities	49,719	44,000	45,000	45,000	2.27%
01-1000-30510	Penalties / Interest	16,151	11,500	9,500	10,500	-17.39%
Sub-Total		\$4,566,910	\$4,776,765	\$4,985,532	\$4,930,195	4.37%
<u>BUSINESS TAXES</u>						
01-1000-30650	Admissions & Amusements	\$912	\$1,500	\$1,750	\$2,500	16.67%
Sub-Total		\$912	\$1,500	\$1,750	\$2,500	16.67%
<u>STATE SHARED TAXES</u>						
01-1000-31610	Highway User & Motor Vehicle Tax	\$29,374	\$14,000	\$57,000	\$70,518	307.14%
01-1000-31620	Income Taxes	826,839	570,000	648,000	685,000	13.68%
Sub-Total		\$856,213	\$584,000	\$705,000	\$755,518	20.72%
<u>COUNTY SHARED TAXES</u>						
01-1000-31630	P.G. County Disposal Fee Rebate	\$33,468	\$33,467	\$33,467	\$33,467	0.00%
01-1000-31650	Hotel / Motel Tax	51,205	62,000	49,000	64,500	-20.97%
01-1000-31700	Payment in Lieu of Bank Stocks	\$19	20	20	20	0.00%
Sub-Total		\$84,692	\$95,487	\$82,487	\$97,987	-13.61%
<u>LICENSES AND PERMITS</u>						
01-1000-32100	State Traders & Peddlers	\$11,676	\$9,500	\$9,750	\$10,750	2.63%
01-1000-32150	City Business License	14,400	11,000	11,500	11,500	4.55%
01-1000-32200	XFinity Franchise Fees	84,253	90,500	76,000	90,500	-16.02%
01-1000-32210	Verizon Cable Franchise Fees	61,200	45,000	68,000	71,500	51.11%
01-1000-32300	Tower Franchise Fees	5,500	0	0	0	0.00%
01-1000-32310	Verizon Property Lease	7,200	7,200	7,200	7,200	0.00%
01-1000-32320	Cricket Communication Franchise Fees	4,800	2,400	4,800	4,800	100.00%
01-1000-32330	Tower Company Easement Purchase	148,156	0	0	0	0.00%
01-1000-32400	Building Permit Fees	1,755	2,500	2,000	2,700	-20.00%
Sub-Total		\$338,940	\$168,100	\$179,250	\$198,950	6.63%

INTERGOVERNMENTAL GRANTS

- 01-1000-33700 State Aid For Police Protection:** Funds from general revenues of the State based upon the ratio of the City's expenditures for police services in relation to the total expenditures for police services provided by the Prince George's County Police Department and all other municipal departments in the County. Distribution is made quarterly. Estimates provided by the Maryland State Police.
- 01-1000-33710 Crime Control & Prevention Grant:** A grant received from the State of Maryland to purchase police equipment.
- 01-1000-33720 Community Policing Service Grant:** A grant in the amount of \$214,161 received from the State of Maryland to pay for one police officer for three years starting in FY 2012.
- 01-1000-33800 Safe Routes to School Grant:** A grant received from the State of Maryland to maintain and repair the street and sidewalk near the school.
- 01-1000-35310 School Bus Grant:** A grant received from State of Maryland to provide safety environment at school bus stop.
- 01-1000-35330 Community Development Grant:** A grant received from Department of Natural resources for the renewal and development of Frenchman's Creek Playground.
- 01-1000-35400 Energy Efficiency & Conservation Grant:** A grant received from State of Maryland to replace energy efficient windows and doors of the municipal building.

REVENUE FROM OTHER AGENCIES

- 01-1000-35600 Cable TV Equip. Support Grant-Comcast:** Revenue from Comcast for improved audio/video equipment for the Public Access Channel and I-Net.
- 01-1000-35620 Cable TV Equip. Support Grant-Verizon:** Revenue from Verizon for improved audio/video equipment for the Public Access Channel and I-Net.

SERVICE CHARGES - GENERAL GOVERNMENT

- 01-1000-35810 Advertising Fees:** Income received from advertising in the City newsletter, on bus shelters, etc..
- 01-1000-35820 Municipal Center Room Rent:** Revenues received from renting out the municipal center rooms.
- 01-1000-35840 General Service Fees:** Sale of maps, directories, and photocopying fees.
- 01-1000-35845 Board of Appeals Fees:** Fees for hearing resident's requests for departures from county zoning and certain design standards.

REVENUES CONTINUED

SERVICE CHARGES - POLICE SERVICE

01-1000-35850 Fingerprint Fees: Fees charged for finger printing.

01-1000-35860 Special Police Service Fees: Fees charged to provide special police services such as vehicle release, accident report and speed flagging fees.

SERVICE CHARGES – CODE ENFORCEMENT

01-1000-35910 Rental Property Inspection: Revenues derived from rental property licenses and the inspections of the rental dwelling units. The fee for a one year license is \$200 for single family home and \$100 for a multifamily dwelling unit.

01-1000-35920 Property Clean up & Liens: Revenues received from these aspects of Code Enforcement activities include reimbursements to the City from citizens for property cleanups. Sometimes payment will come via the County if the property owner has paid off the lien on this property.

SERVICE CHARGES – SANITATION SERVICES

01-1000-36000 Trash Pick up Service Fees: An assessment of \$100.00 per single family residential dwelling and \$50.00 per condominium for costs as associated with trash pick up twice a week.

01-1000-36010 Recycling Fees: An assessment of **\$19.00** per single family residential dwelling for costs associated with the curbside recycling program.

F.Y. 2013 BUDGET
REVENUE AND RESOURCE
COMPARISON WITH PRIOR YEARS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>INTERGOVERNMENTAL GRANTS</u>						
01-1000-33700	State Aid for Police Protection	\$83,618	\$86,000	\$86,000	\$88,000	0.00%
01-1000-33710	Crime Control & Prevention Grant	49,348	9,700	0	10,000	-100.00%
01-1000-33720	Community Policing Service Grant	0	71,500	71,500	71,500	0.00%
01-1000-33800	Safe Routes to School Grant	0	24,500	0	0	-100.00%
01-1000-35310	School Bus Grant	5,000	4,000	4,000	4,000	0.00%
01-1000-35330	Community Development Grant	0	79,000	0	0	-100.00%
01-1000-35400	Energy Efficiency & Conservation Grant	29,819	42,200	0	0	-100.00%
Sub-Total		\$167,785	\$316,900	\$161,500	\$173,500	-49.04%
<u>REVENUE FROM OTHER AGENCIES</u>						
01-1000-35600	Cable TV Equip. Support Grant-Comcast	\$49,467	\$47,000	\$48,000	\$49,000	2.13%
01-1000-35620	Cable TV Equip. Support Grant-Verizon	37,323	29,000	45,000	46,000	55.17%
Sub-Total		\$86,790	\$76,000	\$93,000	\$95,000	22.37%
<u>SERVICE CHARGES - GENERAL GOVERNMENT</u>						
01-1000-35810	Advertising Fees	\$5,139	\$3,500	\$4,500	\$2,100	28.57%
01-1000-35820	Municipal Center Room Rent	2,545	1,600	1,750	2,250	9.38%
01-1000-35840	General Service Fees	0	500	500	500	0.00%
01-1000-35845	Board of Appeals Fees	0	400	800	1,200	100.00%
<u>SERVICE CHARGES - POLICE SERVICES</u>						
01-1000-35850	Fingerprint Fees	\$1,237	\$1,100	\$900	\$1,200	-18.18%
01-1000-35860	Special Police Service Fees	31,465	25,500	26,000	26,500	1.96%
<u>SERVICE CHARGES - CODE ENFORCEMENT</u>						
01-1000-35910	Rental Property Inspection	\$224,740	\$186,500	\$188,500	\$202,000	1.07%
01-1000-35920	Property Clean up & Liens	37,374	37,000	35,000	37,700	-5.41%
<u>SERVICE CHARGES - SANITATION SERVICE</u>						
01-1000-36000	Trash Pick up Service Fees	\$224,500	\$280,000	\$269,000	\$269,000	-3.93%
01-1000-36010	Recycling Fees	42,655	42,600	42,600	42,600	0.00%
Sub-Total		\$569,655	\$578,700	\$569,550	\$585,050	-1.58%

FINES AND FORFEITURES

- 01-1000-36110 Municipal Infractions:** Revenues received from the Code Enforcement & Police Department violation citations. These are separate from property cleaning and towing revenues.
- 01-1000-36150 Red-Light Camera:** Revenues received from red-light camera at traffic intersections.
- 01-1000-36155 Speed Camera:** Revenues from speed cameras placed at school zones.
- 01-1000-36160 Vehicle Control Fines & Towing:** Income from the release of impounded vehicles from towing as result of Code Enforcement & Police department efforts related to unauthorized or non-complaint motor vehicles. Also, revenue received as a result of non-moving violation citations written by Code Enforcement & Police Department.

INTEREST AND DIVIDENDS

- 01-1000-36260 Interest Earned on Investments:** Income and dividends from investing municipal funds in interest bearing Federally guaranteed securities.

OTHER REVENUES

- 01-1000-36280 Municipal Center Lease - P.G. County:** Pro rata charges paid under lease agreement for the operation and maintenance of the section of the Municipal Center that is occupied by the Prince George's County Building Permit Division.
- 01-1000-36300 Scrap Metal & Paper:** Scrap metal and newspaper recycling revenues.
- 01-1000-36320 Seized Revenues:** Cash or other assets seized from residents doing illegal activities in the City.
- 01-1000-36325 TIF & Bond Counsel:** Funds for bond counseling and financial advising provided by Metro view Developers.
- 01-1000-36350 Right-of-Way Fees:** Income received annually from Verizon for use of the City-Owned right-of-way in which communication cable has been buried.
- 01-1000-36370 Pension Rebate:** Rebate from overpayment into State Retirement Pension Fund in previous years.
- 01-1000-36400 Miscellaneous Revenues:** Revenues from sources not otherwise classified.
- 01-1000-36600 Weinbach Scholarship Grant:** Proceeds received from annual fund-raisers and individual donations used to provide college scholarship assistance to deserving youth of the City.

Revenues Continued

OTHER FINANCING SOURCESS

- 01-1000-36700 Bond Proceeds – Street Repair:** Local Government Infrastructure Bond, maturing in year 2032, issued in February 2012 for the improvement of street.
- 01-1000-36720 Loan Proceeds – PNC Bank:** Funds borrowed on five-year Master Lease Purchase Agreement from PNC Bank. This line of credit is to be utilized for the lease purchase of capital equipment.

APPROPRIATED SURPLUSES

- 01-1000-36810 Designated for Street Repair:** Funds designated during prior years for street repairs.
- 01-1000-36820 Designated for Bridge Repair:** Funds designated during prior years for bridge repairs.
- 01-1000-36830 Designated for Sidewalk Repair:** Funds designated during prior years for sidewalk repairs.
- 01-1000-36840 Contingency Reserve:** Funds reserved for expenditures in the fiscal year to spend in the event of emergency situations.
- 01-1000-36850 Undesignated Prior Year Surplus:** Represents that portion of unencumbered fund balance that will be used to support the current budget.
- 01-1000-36900 Operating Reserve Carryover:** Carryover of Fiscal year 2010 Reserve Fund as established by Chapter 1, Article V of the City's Code of Ordinances, 1997 Edition. Funds to be spent in last 3 months of the fiscal year.

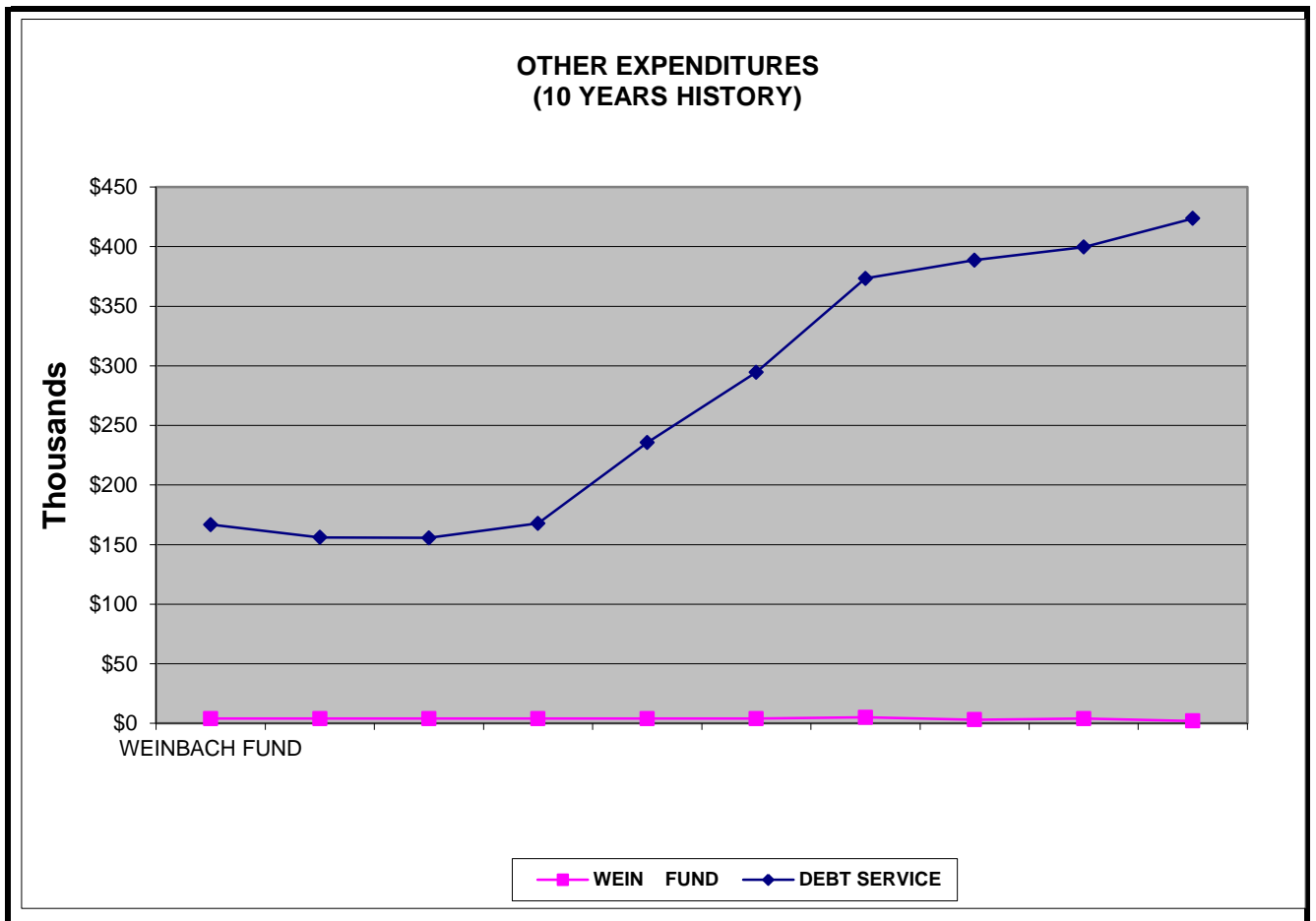
F.Y. 2013 BUDGET
REVENUE AND RESOURCE
COMPARISON WITH PRIOR YEARS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>FINES AND FORFEITURES</u>						
01-1000-36110	Municipal Infractions	\$2,485	\$2,500	\$2,400	\$2,500	-4.00%
01-1000-36150	Red-light Camera	3,083	1,000	0	0	-100.00%
01-1000-36155	Speed Camera	729,569	550,000	600,000	550,000	9.09%
01-1000-36160	Vehicle Control Fines & Towing	229,196	192,000	195,000	205,000	1.56%
	Sub-Total	\$964,333	\$745,500	\$797,400	\$757,500	6.96%
<u>INTEREST AND DIVIDENDS</u>						
01-1000-36260	Interest Earned on Investments	\$8,213	\$8,000	\$5,500	\$12,000	-31.25%
	Sub-Total	\$8,213	\$8,000	\$5,500	\$12,000	-31.25%
<u>OTHER REVENUES</u>						
01-1000-36280	Municipal Center Lease - P.G. County	\$0	\$0	\$0	\$0	0.00%
01-1000-36300	Scrap Metal & Paper	8,199	2,750	7,500	8,500	172.73%
01-1000-36320	Seized Revenues	29	500	3,500	3,500	600.00%
01-1000-36325	TIF & Bond Counsel	0	0	0	0	0.00%
01-1000-36350	Right-of-Way Fees	16,140	16,000	16,000	16,000	0.00%
01-1000-36370	Pension Rebate	36,179	33,200	37,000	33,500	11.45%
01-1000-36400	Miscellaneous Revenues	60,331	35,500	15,500	21,500	-56.34%
01-1000-36600	Weinbach Scholarship Grant	0	500	500	2,000	0.00%
	Sub-Total	\$120,878	\$88,450	\$80,000	\$85,000	-9.55%
<u>OTHER FINANCING SOURCES</u>						
01-1000-36700	Bond Proceeds-Street Repair	\$0	\$1,750,000	\$0	\$0	-100.00%
01-1000-36720	Loan Proceeds - PNC Bank	325,000	350,000	0	150,000	-100.00%
	Sub-Total	\$325,000	\$2,100,000	\$0	\$150,000	-100.00%
<u>APPROPRIATED SURPLUSES</u>						
01-1000-36810	Designated for Street Repair	\$0	\$0	\$0	\$0	0.00%
01-1000-36820	Designated for Bridge Repair	0	0	0	0	0.00%
01-1000-36830	Designated for Sidewalk Repair	0	0	0	0	0.00%
01-1000-36840	Contingency Reserve		130,000	130,000	130,000	0.00%
01-1000-36850	Undesignated Prior Year Surplus	0	778,000	0	71,547	-100.00%
01-1000-36900	Operating Reserve Carryover	0	250,000	250,000	250,000	0.00%
	Sub-Total	\$0	\$1,158,000	\$380,000	\$451,547	-67.18%
TOTAL FUNDS AVAILABLE		\$8,090,321	\$10,697,402	\$8,040,969	\$8,294,747	-24.83%

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**OTHER EXPENDITURES:
NON-DEPARTMENTAL
EXPENDITURES**

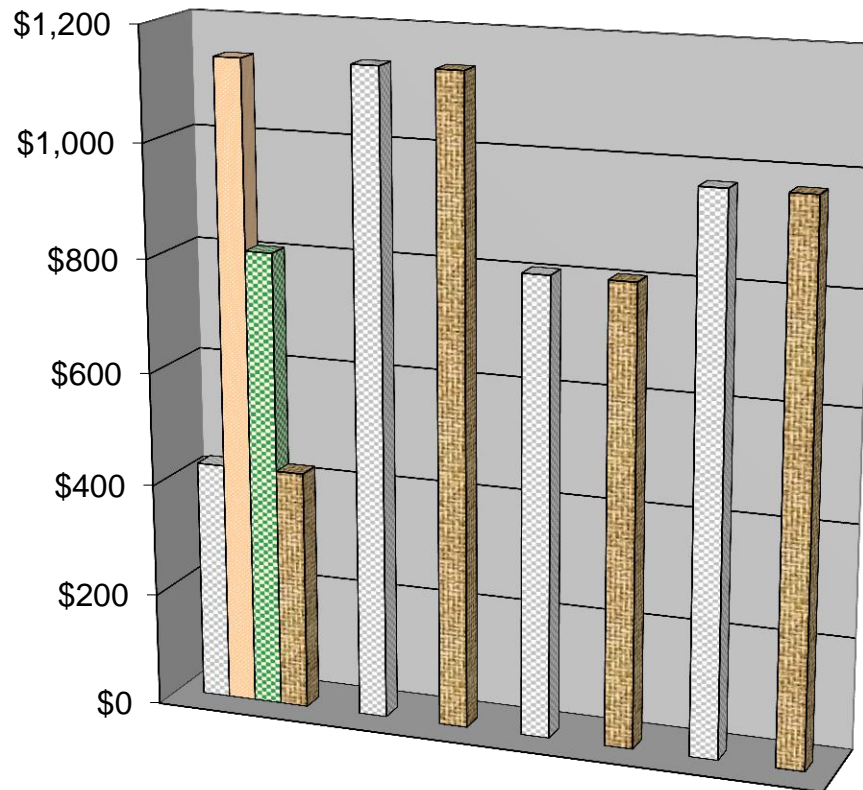
These expenditures are not part of a departmental operational budget and are accounted for separately.



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OTHER EXPENDITURES

Thousands



□ FY 2011 ACTUAL □ FY 2012 BUDGETED □ FY 2013 ADOPTED □ FY 2014 PROJECTED

F.Y. 2013 BUDGET

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OTHER EXPENSES

Miscellaneous

- 01-4510-60110 Debt Serv. - P.W. Facility Principal:** Bonds for the Public Works Facility were refinanced in 1998 at a rate of 4.41%. The Facility will be paid off in 2011.
- 01-4510-60120 Debt Serv. - Street & Bridge Principal:** Bonds for one million dollars issued for the improvement and replacement of bridges and streets at 4.33%. Matures in year 2025.
- 01-4510-60130 Debt Serv. – Street Work Principal:** Bonds for One Million Seven Hundred Fifty Thousand dollars issued for the improvement of City streets at a rate of 2.52%. The bond will be fully paid 2032.
- 01-4510-60510 Debt Serv. - P.W. Facility Interest:** Interest payable at a rate of 4.41% until FY 2011.
- 01-4510-60520 Debt Serv. - Street & Bridge Interest:** Interest payable at 4.33% for the streets and bridges work.
- 01-4510-60530 Debt Serv. – Street Work Bond Interest:** Interest payable at 2.52% for the street improvement.
- 01-4510-61000 Debt Serv. – Bond Issuing Cost:** Cost involved in the issuance of one million seven hundred fifty thousand bond for the improvement of the City's street.
- 01-4510-61115 Debt Serv. - Vehicle Loan Principal FY 2006:** Purchase of vehicles for Public Works worth \$122,000.
- 01-4510-61120 Debt Serv. – Vehicle Loan Principal FY 2007:** Annual principal for vehicles purchased on a lease for Public Works department in FY 2007.
- 01-4510-61130 Debt Serv. - Vehicle Loan Principal FY 2008:** Annual principal repayment of loan \$300,000 borrowed from National City, L.L.C for the purchase of vehicles and equipment at the rate of 4.30%.
- 01-4510-61135 Debt Serv. - Vehicle Loan Principal FY 2009:** Annual principal repayment of loan \$200,000 borrowed from National City, L.L.C for the purchase of vehicles and equipment at the rate of 4.30%.
- 01-4510-61140 Debt Serv. - Vehicle Loan Principal FY 2010:** Annual principal repayment of loan \$175,000 borrowed from Commercial Bank for the purchase of vehicles and equipment at the rate of 6%.
- 01-4510-61145 Debt Serv. - Vehicle Loan Principal FY 2011:** Annual principal repayment of loan \$325,000 borrowed from PNC Bank for the purchase of vehicles and equipment at the rate of 2.40%.
- 01-4510-61150 Debt Serv. - Vehicle Loan Principal FY 2012:** Annual principal repayment of loan \$325,000 borrowed from PNC Bank for the purchase of vehicles and equipment at the rate of 2.40%.

OTHER EXPENSES
Miscellaneous (continued)

01-4510-61515	Debt Serv. - Vehicle Loan Interest FY 2006: Interest payable on vehicles purchased in FY 2006.
01-4510-61520	Debt Serv. - Vehicle Loan Interest FY 2007: Annual interest payment for vehicles purchased on lease for Public Works department in FY 2007.
01-4510-61530	Debt Serv. - Vehicle Loan Interest FY 2008: Annual interest payment of loan \$300,000 borrowed from National City, L.L.C for the purchase of vehicles and equipment at the rate of 4.30%.
01-4510-61535	Debt Serv. - Vehicle Loan Interest FY 2009: Annual interest payment of loan \$200,000 borrowed from National City, L.L.C for the purchase of vehicles and equipment at the rate of 4.30%.
01-4510-61540	Debt Serv. - Vehicle Loan Interest FY 2010: Annual interest payment of loan \$175,000 borrowed from a commercial Bank for the purchase of vehicles and equipment at the rate of 6%.
01-4510-61545	Debt Serv. - Vehicle Loan Interest FY 2011: Annual interest payment of loan \$325,000 borrowed from a commercial Bank for the purchase of vehicles and equipment at the rate of 2.40%.
01-4510-61550	Debt Serv. - Vehicle Loan Interest FY 2012: Annual interest payment of loan \$325,000 borrowed from a commercial Bank for the purchase of vehicles and equipment at the rate of 2.40%.
01-4520-62100	Contingency Reserve Carryover: Funds reserved for expenditures in the fiscal year to spend in the event of emergency situations.
01-4520-62120	Operating Reserve: Carryover of Fiscal Year 2010 Reserve Funds as established by Chapter 1, Article V of the City's Code of Ordinances, 1997 Edition. Funds to be spent in last 3 months of fiscal year..
01-4520-62122	Operating Reserve-Real Property Tax: Estimated real property tax revenue excess set aside for expenditures, in the event of any shortage incurred during the year.
01-4520-62125	Operating Reserve-Speed Camera: Estimated speed camera revenue excess set aside for public safety projects, in the event of any shortage occurred during the year.
01-4520-62150	Judgments and Losses: Reserves allocated for uninsured losses.
01-4520-62200	Weinbach Scholarship Grant: Scholarships awarded to New Carrollton Scholars.

F.Y. 2013 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
FUNCTION- OTHER
ACTIVITY - MISCELLANEOUS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OTHER EXPENSES</u>						
01-4510-60110	Debt Serv. - P.W. Facility Principal	\$87,151	\$0	\$0	\$0	0.00%
01-4510-60120	Debt Serv. - Street & Bridge Principal	40,500	42,000	43,500	45,000	3.57%
01-4510-60130	Debt Serv. - Street Work Principal	0	70,000	69,500	70,700	-0.71%
01-4510-60510	Debt Serv. - P.W. Facility Interest	5,404	0	0	0	0.00%
01-4510-60520	Debt Serv. - Street & Bridge Interest	35,305	33,630	31,850	30,025	-5.29%
01-4510-60530	Debt Serv. - Street Work Bond Interest	0	81,000	43,000	41,200	-46.91%
01-4510-61000	Debt Serv. - Bond Issuing Cost	0	25,000	0	0	-100.00%
01-4510-61115	Debt Serv. - Vehicle Loan Principal FY 2006	18,102	0	0	0	0.00%
01-4510-61120	Debt Serv. - Vehicle Loan Principal FY 2007	43,426	7,500	0	0	-100.00%
01-4510-61130	Debt Serv. - Vehicle Loan Principal FY 2008	63,254	66,100	5,650	0	-91.45%
01-4510-61135	Debt Serv. - Vehicle Loan Principal FY 2009	39,581	41,600	43,650	7,550	4.93%
01-4510-61140	Debt Serv. - Vehicle Loan Principal FY 2010	33,472	34,850	36,250	37,725	4.02%
01-4510-61145	Debt Serv. - Vehicle Loan Principal FY 2011	35,940	62,800	64,335	65,900	2.44%
01-4510-61150	Debt Serv. - Vehicle Loan Principal FY 2012	0	54,000	67,680	69,380	25.33%
01-4510-61515	Debt Serv. - Vehicle Loan Interest FY 2006	336	0	0	0	0.00%
01-4510-61520	Debt Serv. - Vehicle Loan Interest FY 2007	1,472	45	0	0	-100.00%
01-4510-61530	Debt Serv. - Vehicle Loan Interest FY 2008	4,609	1,850	25	0	-98.65%
01-4510-61535	Debt Serv. - Vehicle Loan Interest FY 2009	5,589	3,650	1,550	50	-57.53%
01-4510-61540	Debt Serv. - Vehicle Loan Interest FY 2010	5,185	3,750	2,450	950	-34.67%
01-4510-61545	Debt Serv. - Vehicle Loan Interest FY 2011	4,335	6,300	4,730	3,180	-24.92%
01-4510-61550	Debt Serv. - Vehicle Loan Interest FY 2012		10,869	6,900	5,190	-36.52%
01-4520-62100	Contingency Reserve Carryover	0	130,000	130,000	130,000	0.00%
01-4520-62120	Operating Reserve	0	250,000	250,000	250,000	0.00%
01-4520-62122	Operating Reserve-Real Property Tax	0	148,500	0	152,370	-100.00%
01-4520-62125	Operating Reserve-Speed Camera	0	65,279	7,469	63,526	-88.56%
01-4520-62150	Judgements and Losses	0	400	400	400	0.00%
01-4520-62200	Weinbach Scholarship Grant	2,000	2,000	2,000	3,000	0.00%
TOTAL MISCELLANEOUS EXPENSES		\$425,661	\$1,141,123	\$810,939	\$976,146	-28.94%

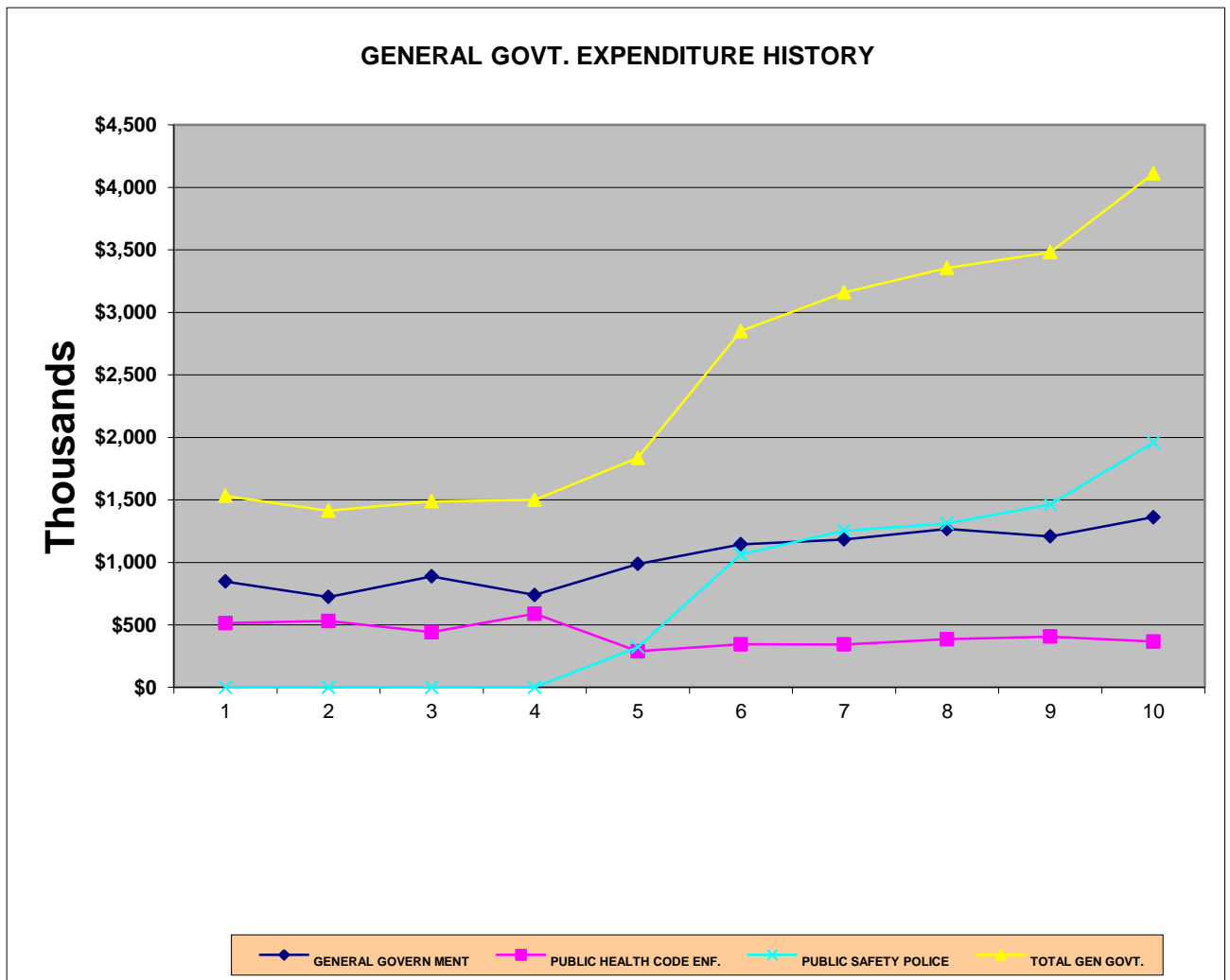
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GENERAL GOVERNMENT:

DEPARTMENTAL

EXPENDITURES

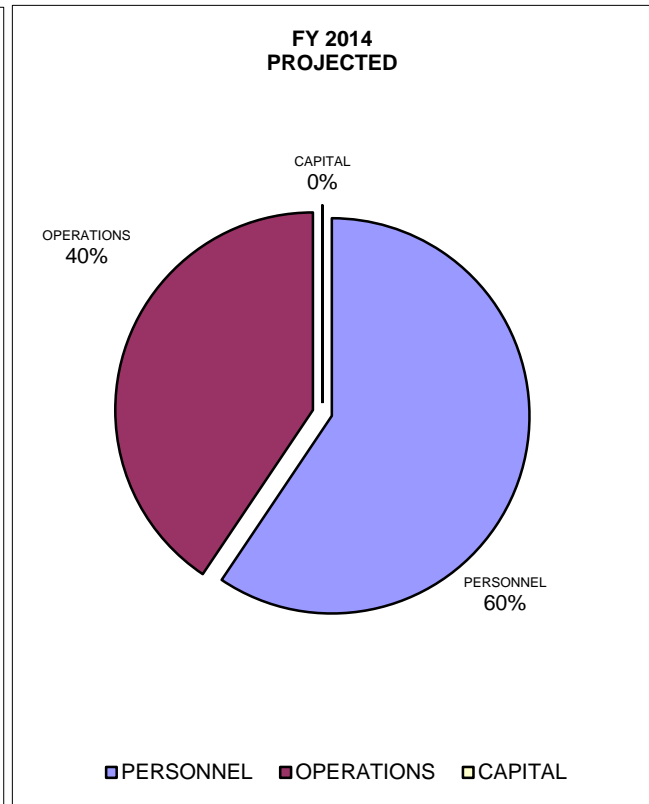
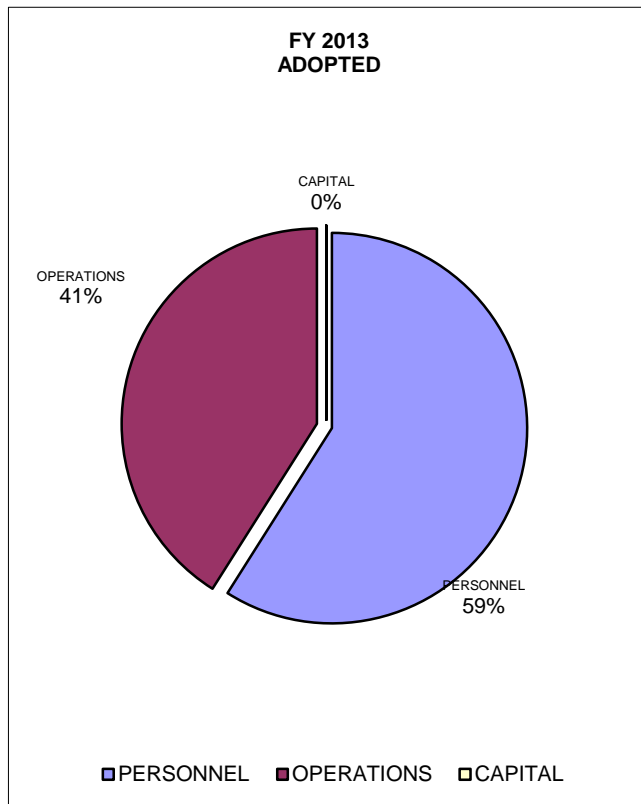
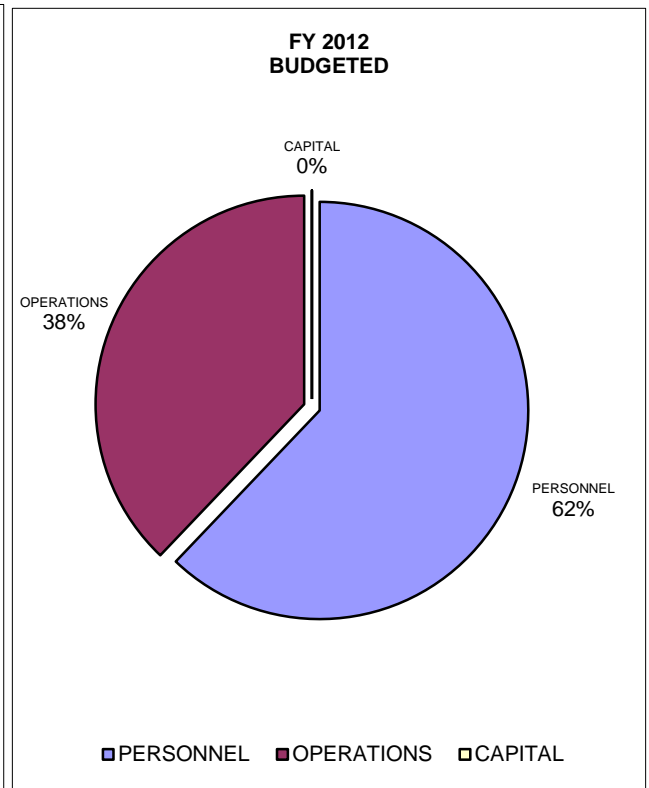
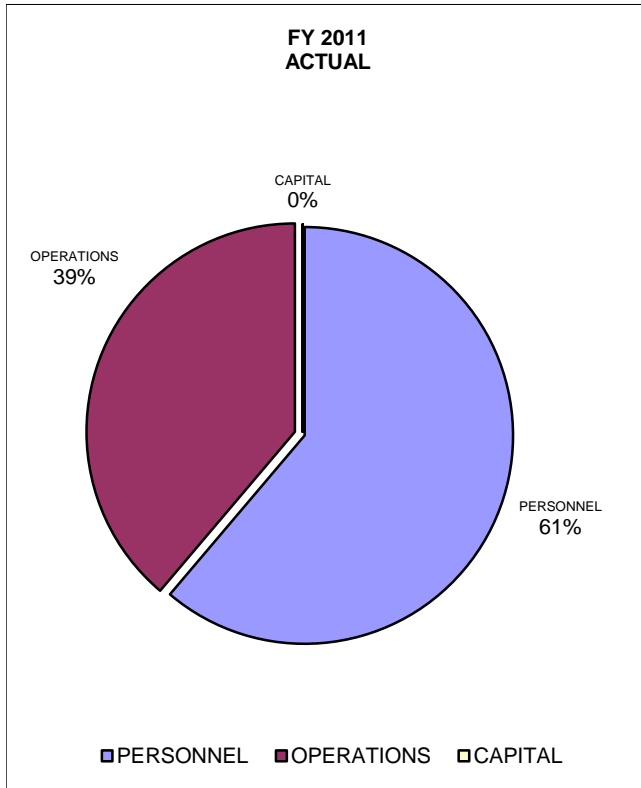
The General Government Department is responsible for accounting functions, Code Enforcement, Police Services, transporting those requiring assistance, and interfacing with the State and County administratively.



**GENERAL GOVERNMENT
MAYOR AND COUNCIL**

MISSION STATEMENT: The mission of the City Mayor is to provide the administrative leadership to ensure that the citizens and residents of the City of New Carrollton are served in a professional, efficient and ethical manner. The mission of the Council is to establish laws, regulations and policies which balance the diverse needs and interests of the city residents.

MAYOR & COUNCIL



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

General Government - Mayor and Council

01-1110-45000 Mayor: Annual salary for Mayor.

01-1110-45100 Council: Annual salary for Council.

01-1110-46300 F.I.C.A.: Federal Insurance Contribution Act.

01-1110-47000 Worker's Compensation: Provides care for employees injured on the job.

01-1110-48000 Retirement / Pension: An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - MAYOR AND COUNCIL

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-1110-45000	Mayor	\$7,200	\$7,200	\$7,200	\$7,200	0.00%
01-1110-45100	Council	24,000	24,000	24,000	24,000	0.00%
01-1110-46300	F.I.C.A.	2,387	2,387	2,387	2,387	0.00%
01-1110-47000	Worker's Compensation	275	450	450	450	0.00%
01-1110-48000	Retirement / Pension	3,659	4,492	4,024	4,025	-10.42%
Total Personnel Expenses		\$37,521	\$38,529	\$38,061	\$38,062	-1.21%

POSITIONS

General Government

Mayor	1	1	1	1
Council Members	5	5	5	5
<u>Total Executive & Legislative Positions</u>	6	6	6	6

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

General Government - Mayor and Council

- 01-1110-50400 Advertising:** Cost of publication of legal notices, help-wanted ads, etc.
- 01-1110-52500 Computer Supplies:** Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
- 01-1110-52520 Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the General Government.
- 01-1110-53510 Dues & Subscriptions:** Membership in various associations and subscriptions for magazines and journals that can enhance the employees' skills.
- 01-1110-53540 Travel & Meetings:** Expenses incurred by Mayor & Council while on official City business, including court attendance expenses, mileage, parking, tolls and accommodations, etc.
- 01-1110-54010 Telephones:** Monthly expense incurred in the use of office telephones including long distance calls.
- 01-1110-54020 Cell Phones:** Monthly expense incurred in the use of cell phones including long distance calls.
- 01-1110-54080 Postage:** Postage for all correspondence.
- 01-1110-54300 Fire Department Grant:** Annual grant to West Lanham Hills VFD/Rescue Squad.
- 01-1110-54310 Transformation Foundation:** Annual grant to Transformation Foundation, Inc., an organization that provides programs for young people counseling against drugs and criminal activities.
- 01-1110-54600 Recycling Committee:** Expenditures to assist the Recycling Committee in promoting recycling, e.g., banners, and flyers.
- 01-1110-54610 Education Committee:** Funds for the operation of the City's Education Committee.
- 01-1110-54620 Welcome Committee:** Cost of supplies to provide welcome packages for new residents.
- 01-1110-54660 Weinbach Scholarship Committee:** Funds for the operation of Weinbach Scholarship Committee. The cost in connection with the fund collection will be recovered when the collection received from the committee.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - MAYOR AND COUNCIL

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-1110-50400	Advertising	\$0	\$0	\$0	\$0	0.00%
01-1110-52500	Computer Supplies	0	500	500	500	0.00%
01-1110-52520	Office Supplies & Printing	109	500	500	500	0.00%
01-1110-53510	Dues & Subscriptions	335	500	500	500	0.00%
01-1110-53540	Travel & Meetings	15,091	16,000	17,500	18,500	9.38%
01-1110-54010	Telephones	0	0	750	0	100.00%
01-1110-54020	Cell Phones	0	0	720	0	100.00%
01-1110-54080	Postage	0	0	0	0	0.00%
01-1110-54300	Fire Department Grant	5,000	5,000	5,000	5,000	0.00%
01-1110-54310	Transformation Foundation	2,500	0	0	0	0.00%
01-1110-54600	Recycling Committee	0	0	0	0	0.00%
01-1110-54610	Education Committee	0	0	0	0	0.00%
01-1110-54620	Welcome Committee	760	500	500	500	0.00%
01-1110-54660	Weinbach Scholarship Committee	0	500	500	500	0.00%
Total Operating Expenses		\$23,795	\$23,500	\$26,470	\$26,000	12.64%

FY 2013

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

General Government - Mayor and Council

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GENERAL GOVERNMENT - ADMINISTRATION
GENERAL MANAGEMENT:

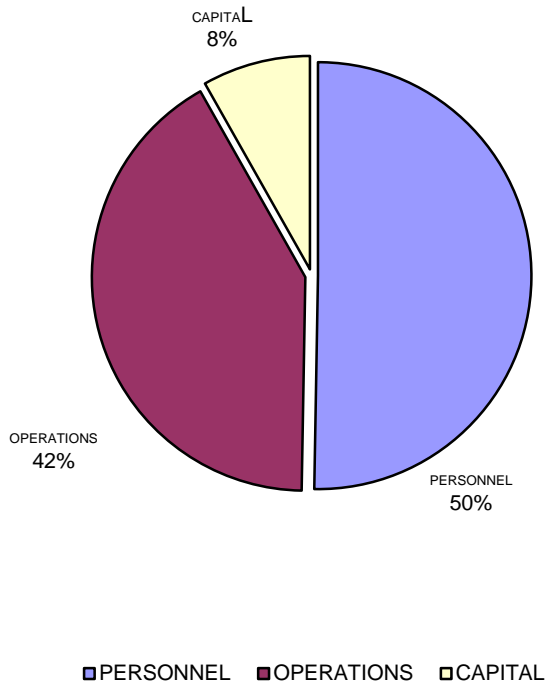
MISSION STATEMENT: To plan, manage and administer a wide range of activities in the General Government area. These activities include community relations and general government management. In the area of community relations, the administration interacts with citizens and handles citizens' complaints and concerns, schedules the van for senior citizens and handicapped persons, schedules the use of the Multi-Purpose Room, administers the numerous City parks and ball fields, and produces the monthly City Newsletter. In the management of the general government area, the administration records and keeps the official minutes of City Council meetings, develops the annual budget, administers the benefits for City Employees, handles accounts receivable/payable and the general ledger, and handles miscellaneous billings for property taxes. The administration also manages the computer system and works on a variety of special projects. The administration serves the public, the Mayor, and the City Council as capably and efficiently as possible. Ensure public services are delivered efficiently and cost effectively.

PROGRAM GOALS:

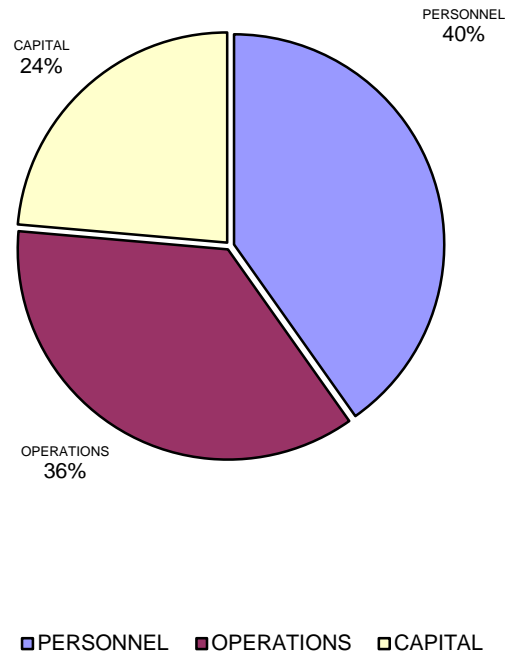
1. To continue serving the public, the Mayor and the City Council as capably and efficiently as possible.
2. To enforce the health and safety codes and ordinances of the City of New Carrollton in a thorough, unbiased and efficient manner.
3. To provide the public with timely, relevant information via a multitude of mediums.

GENERAL GOVERNMENT ADMINISTRATION

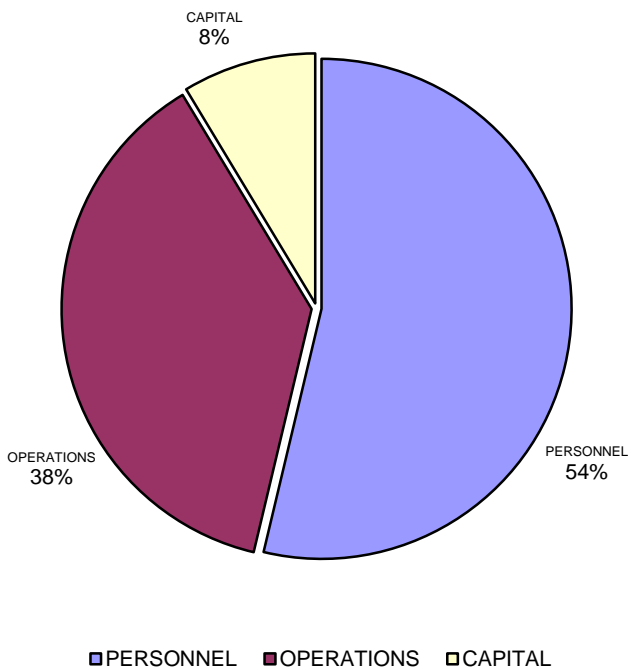
FY 2011 ACTUAL



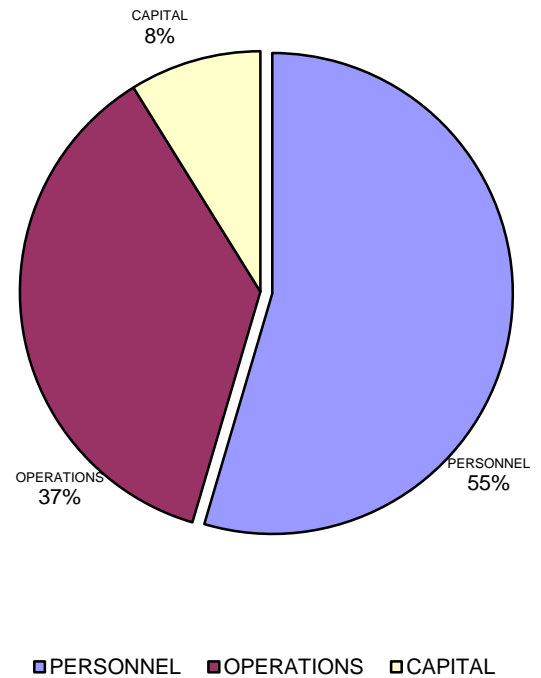
FY 2012 BUDGETED



FY 2013 ADOPTED



FY 2014 PROJECTED



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

General Government

- 01-1510-45200 Administrative Officer:** Annual salary.
- 01-1510-45250 Treasurer:** Annual compensation.
- 01-1510-45400 Employee Services:** Salaries and accruals of Asst. Administrative Officer, City Clerk, Janitors, two part time security personnel, senior van driver, secretarial and clerical employees.
- 01-1510-46100 Performance Bonuses:** Provides bonuses to employees as determined by the Mayor.
- 01-1510-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-1510-46500 Health & Life Insurance:** Provides group health, dental, life and disability insurance for employees.
- 01-1510-46600 Health Insurance-Deductible:** Reimbursement of health insurance deductible.
- 01-1510-46700 Employee Assistance Program:** This program provides substance abuse counseling, financial counseling, family relationship counseling and a wide range of services.
- 01-1510-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-1510-48000 Retirement / Pension:** An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-1510-45200	Administrative Officer	\$80,150	\$84,155	\$85,838	\$90,000	2.00%
01-1510-45250	Treasurer	1,800	1,800	1,800	1,800	0.00%
01-1510-45400	Employee Services	295,881	288,678	305,427	328,856	5.80%
01-1510-46100	Performance Bonuses	0	0	0	0	0.00%
01-1510-46300	F.I.C.A.	28,335	30,878	30,069	32,180	-2.62%
01-1510-46500	Health & Life Insurance	35,880	54,050	67,300	64,500	24.51%
01-1510-46600	Health Insurance - Deductible	85,854	57,000	72,000	75,000	26.32%
01-1510-46700	Employee Assistance Program	3,030	3,500	3,500	3,500	0.00%
01-1510-47000	Worker's Compensation	6,891	10,962	10,192	11,230	-7.03%
01-1510-48000	Retirement/Pension	30,080	39,644	33,741	36,800	-14.89%
Total Personnel Expenses		\$567,901	\$570,667	\$609,867	\$643,866	6.87%

POSITIONS

Full -Time

Administrative Officer	1	1	1	1
Asst. Administrative Officer	1	1	1	1
City Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Janitor	1	2	2	2
Total Full -Time	5	6	6	6

Part-Time

City Treasurer	1	1	1	1
Evening Security	2	2	2	2
Recording Secretary	1	1	1	1
Secretary	1	1	0	0
Intern	1	1	0	0
Senior Van Driver	1	1	1	1
Cable TV Operators	5	5	5	5
Total Part - Time	12	12	10	10
<u>Total Gen. Govt. Admin. Positions</u>	17	18	16	16

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

General Government

- 01-1510-50200 Computer & IT Support:** Payments for the use of proprietary accounting software and professional technical assistance for the City's main computer system and the networking of the computer lab at the Hanko Building.
- 01-1510-50220 Website Services:** Includes continued upgrade and maintenance of web hosting services for the City's website.
- 01-1510-50300 Legal Services:** Fees for the City Attorney's legal counsel and related costs.
- 01-1510-50320 Engineering Services:** Fees paid to engineering firms for consulting, planning and engineering.
- 01-1510-50400 Advertising:** Cost of publication of legal notices, help-wanted ads, etc.
- 01-1510-50430 Cable Television Operations:** Supplies, parts and service fees for equipment operators for City Council meetings, updating of the character generator and supplies to run cable related meetings.
- 01-1510-50450 City Newsletter:** Printing and postage of the New Carrollton News.
- 01-1510-50460 HVAC System Cleaning:** To clean all ten outflow units located on the roof of the Municipal Center and to disinfect heating and air conditioning systems.
- 01-1510-50700 General Liability Insurance:** General insurance mainly covers the City's buildings, inventories, etc.
- 01-1510-50710 Auto Insurance:** Policies protecting City in the event of claims for bodily injuries and property damages due to auto accident.
- 01-1510-50720 Public Officials Liability & Bonding:** Includes bonds for storm water management, employee dishonesty, City Treasurer, and professional liability insurance for elected officials and staff.
- 01-1510-50750 Equipment Maintenance Contracts:** Costs associated with maintenance agreement for air conditioning and facility environmental systems.
- 01-1510-50760 Office Equipment Maintenance Contracts:** Costs associated with maintenance, repair, and leasing of the copy machine, postage meter; etc.
- 01-1510-52100 Building Maintenance & Repair:** Any costs associated with repairs such as labor, supplies, and maintenance materials to keep the buildings in good condition (interior or exterior painting, pest control, electrical work, plumbing, heating repair, ventilation, air conditioning, etc.)
- 01-1510-52110 Office Equipment Maint. & Repair:** Maintenance and repair of office equipment such as copier machine, typewriter, etc.

GENERAL GOVERNMENT EXPENSE CONTINUED

- 01-1510-52130 Vehicle Operations & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for General Government vehicles.
- 01-1510-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for general government vehicles.
- 01-1510-52500 Computer Supplies:** Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
- 01-1510-52510 Pantry Supplies:** Cost associated with purchase of sugar, coffee, tea, water and other supplies to entertain the employees.
- 01-1510-52520 Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the General Government.
- 01-1510-52550 Janitorial Supplies:** Cost associated with purchase of cleaning supplies, bath tissues, soaps, etc.
- 01-1510-53510 Dues & Subscriptions:** City of New Carrollton membership in Maryland Municipal League, membership in P.G. County Municipal Association, Govt. Finance Officers Association, the International City Managers' Association, and other related organizations.
- 01-1510-53520 Employee Training:** Job related training seminars to develop staff capabilities, including computer training for Access, Excel, Word and non-computer related training Also books, video tapes and other miscellaneous learning materials.
- 01-1510-53540 Travel & Meetings:** Expenses incurred by City Officials, employees, or committee members while on official City business, including attendance at meetings, seminars, and the annual MML convention. Auto mileage, registration fees, meals, parking, tolls and accommodations are examples of reimbursable expenses.
- 01-1510-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-1510-53560 Employee Gifts - Special Occasions:** Turkey/ham, gift certificates, employment anniversaries, retirement functions, etc.
- 01-1510-53570 Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-1510-54010 Telephones:** Monthly expense incurred in the use of office telephones including long distance calls.
- 01-1510-54020 Cell Phones:** Monthly expense incurred in the use of cell phones including long distance calls.
- 01-1510-54050 Utility -Electricity:** Electricity used to maintain the day to day operations of City facilities.
- 01-1510-54060 Utility - Natural Gas:** Gas use to maintain the day to day operations of City facilities.
- 01-1510-54070 Utility – Water:** Water use to maintain the day to day operation of the City.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-1510-50200	Computer & IT Support	\$35,503	\$40,000	\$43,500	\$45,000	8.75%
01-1510-50220	Website Services	2,630	6,500	4,500	5,000	-30.77%
01-1510-50300	Legal Services	27,350	32,000	25,000	26,000	-21.88%
01-1510-50320	Engineering Services	725	2,000	2,000	1,500	0.00%
01-1510-50400	Advertising	5,120	14,000	11,500	12,500	-17.86%
01-1510-50430	Cable Television Operations	0	500	500	500	0.00%
01-1510-50450	City Newsletter	30,438	35,500	30,500	32,500	-14.08%
01-1510-50460	HVAC System Cleaning	2,200	2,500	2,500	2,500	0.00%
01-1510-50700	General Liability Insurance	36,375	17,500	7,500	8,000	-57.14%
01-1510-50710	Auto Insurance	58,344	43,500	8,000	8,500	-81.61%
01-1510-50720	Public Officials Liability & Bonding	8,500	15,000	12,500	12,700	-16.67%
01-1510-50750	Equipment Maintenance Contracts	6,859	16,500	14,500	15,000	-12.12%
01-1510-50760	Office Equipment Maintenance Contracts	4,217	4,000	4,500	7,500	12.50%
01-1510-52100	Building Maintenance & Repair	62,258	59,000	48,000	33,000	-18.64%
01-1510-52110	Office Equipment Maint. & Repair	736	1,000	1,000	1,200	0.00%
01-1510-52130	Vehicle Operations & Maintenance	1,576	3,500	3,500	4,000	0.00%
01-1510-52140	Vehicle Gasoline Use	1,450	2,250	3,250	3,500	44.44%
01-1510-52500	Computer Supplies	6,279	5,500	6,000	6,750	9.09%
01-1510-52510	Pantry Supplies	5,714	6,500	5,000	5,500	-23.08%
01-1510-52520	Office Supplies & Printing	14,621	15,200	16,500	16,500	8.55%
01-1510-52550	Janitorial Supplies	8,380	10,000	9,500	9,500	-5.00%
01-1510-53510	Dues & Subscriptions	14,489	17,000	17,000	18,500	0.00%
01-1510-53520	Employee Training	749	1,500	1,500	3,000	0.00%
01-1510-53540	Travel & Meetings	1,972	3,500	2,000	2,500	-42.86%
01-1510-53550	Employee Substance Testing & Physicals	460	500	1,000	1,000	100.00%
01-1510-53560	Employee Gifts -Special Occasions	4,590	7,500	7,500	7,000	0.00%
01-1510-53570	Uniforms	966	1,500	1,500	1,500	0.00%
01-1510-54010	Telephones	7,957	11,000	7,751	9,000	-29.54%
01-1510-54020	Cell Phones	4,373	4,800	4,800	5,000	0.00%
01-1510-54050	Utility -Electricity	30,326	35,000	34,200	34,500	-2.29%
01-1510-54060	Utility - Natural Gas	12,362	14,500	14,328	14,500	-1.19%
01-1510-54070	Utility - Water	5,673	8,500	10,700	10,500	25.88%

(Continued)

GENERAL GOVERNMENT EXPENSE CONTINUED

- 01-1510-54080 Postage Meter & Courier Services:** Postage for all correspondence using the postage meter and the fee of courier services for the next day delivery of important letters and packets.
- 01-1510-54150 Upkeep of Hanko Building:** Heating, cooling, water, gas and electric for the Hanko Building. Also includes funds for repairs or any improvements.
- 01-1510-54420 Annexation:** Costs related to legal, surveying, and engineering fees for potential annexations of property into the City.
- 01-1510-54430 Election:** Voting machine rental, election ads, annual compensation for members of Board of Elections, clerk-hire allowance, office supplies, printing, and expenses for any special elections.
- 01-1510-54445 Community Promotion:** Participation in general community activities and programs, including Christmas tree lighting, seasonal decorations, school safety patrol recognition, Scout clean-up awards, citizen and organization recognition awards, Community Day, National Night Out, youth programs, etc.
- 01-1510-54470 Ordinance Recodification:** Ongoing reorganization and enhancement of the City's existing Code of Ordinances through a private firm to clarify local laws. This includes printing and annual revisions.
- 01-1510-54480 General Code DVD:** For City Clerk to do in-house code and charter searches.
- 01-1510-54490 TIF & Bond Counsel:** Funds to pay for bond counseling and financial advising for the Metro-view Project.
- 01-1510-54550 Miscellaneous:** Expenditures that cannot be logically classified under other categories.

F.Y. 2013 CURRENT EXPENSE BUDGET**EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION****FUNCTION - GENERAL GOVERNMENT****ACTIVITY - ADMINISTRATION**

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-1510-54080	Postage Meter & Courier Services	\$6,055	\$13,500	\$10,500	\$11,500	-22.22%
01-1510-54150	Upkeep of Hanco Building	12,879	15,000	13,900	14,500	-7.33%
01-1510-54420	Annexation	0	2,500	2,500	2,000	0.00%
01-1510-54430	Election	7,113	7,000	7,000	7,500	0.00%
01-1510-54445	Community Promotion	24,221	22,000	22,000	22,500	0.00%
01-1510-54470	Ordinance Recodification	5,623	6,200	5,200	5,500	-16.13%
01-1510-54480	General Code DVD	1,010	1,500	1,700	2,000	13.33%
01-1510-54490	TIF and Bond Counsel	0	6,500	0	0	-100.00%
01-1510-54550	Miscellaneous	9,130	1,500	2,500	2,000	66.67%
Total Operating Expenses		\$469,223	\$513,450	\$427,329	\$431,650	-16.77%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

General Government

- 01-1510-57010 Building Improvements:** Replacement of municipal building's with new energy saving windows. Fund received as grant from State of Maryland.
- 01-1510-57100 Vehicle-Car:** Purchase of a car for the Administration use.
- 01-1510-58050 Furniture & Fixtures:** Purchase of new office furniture.
- 01-1510-58100 Computers:** Purchase of new computers and continued upgrade and maintenance of the Municipal Center's computer system.
- 01-1510-58210 Floor Machine-Scrubber:** Purchase of a new floor cleaning machine.
- 01-1510-58250 Cable TV Equipment Grant:** Replacement of cable TV equipment.
- 01-1510-58800 Capital Purchase Reserve:** Amount reserved for the purchase of undetermined capital items.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-1510-57010	Building Improvements	\$29,819	\$42,200	\$0	\$0	-100.00%
01-1510-57100	Vehicle-Car	3,313	15,000	0	0	-100.00%
01-1510-58050	Furniture & Fixtures	2,590	4,000	0	4,500	-100.00%
01-1510-58100	Computers	5,125	7,000	5,000	5,000	-28.57%
01-1510-58210	Floor Machine -Scrubber	0	6,000	0	0	-100.00%
01-1510-58250	Cable TV Equipment Grant	51,609	106,000	93,000	95,000	-12.26%
01-1510-58800	Capital Purchase Reserve	0	155,000	0	0	-100.00%
Total Capital Expenses		\$92,456	\$335,200	\$98,000	\$104,500	-70.76%
TOTAL GENERAL GOVERNMENT ADMINISTRATION						
		\$1,129,580	\$1,419,317	\$1,135,196	\$1,180,016	-20.02%

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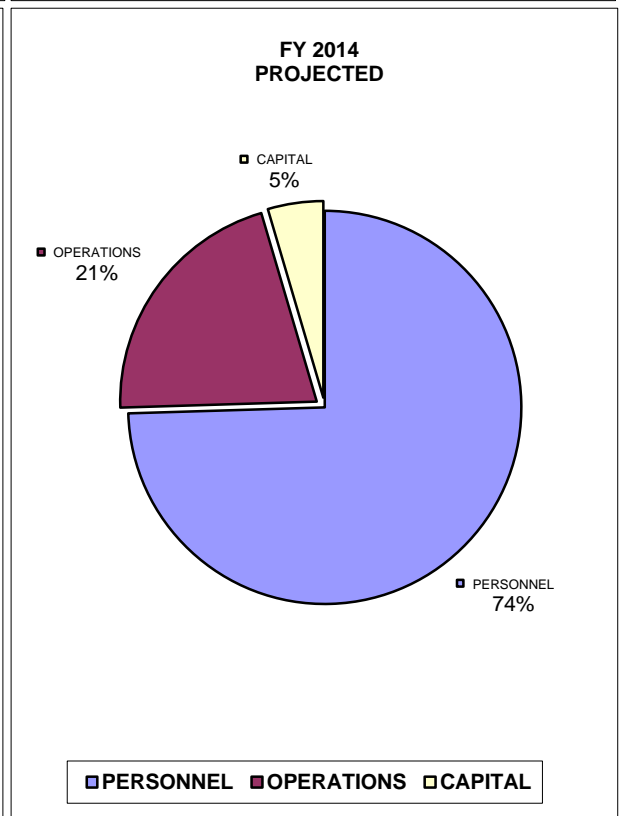
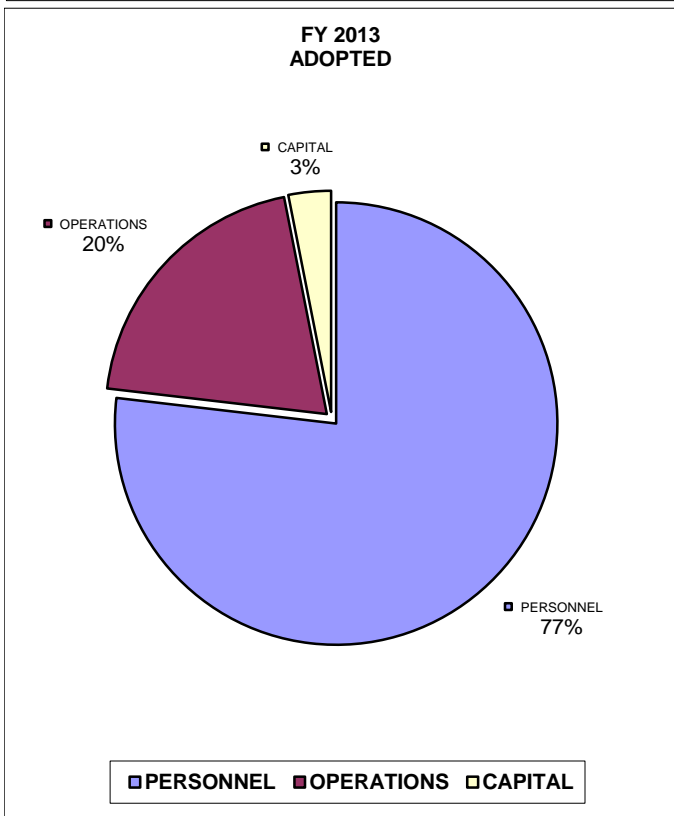
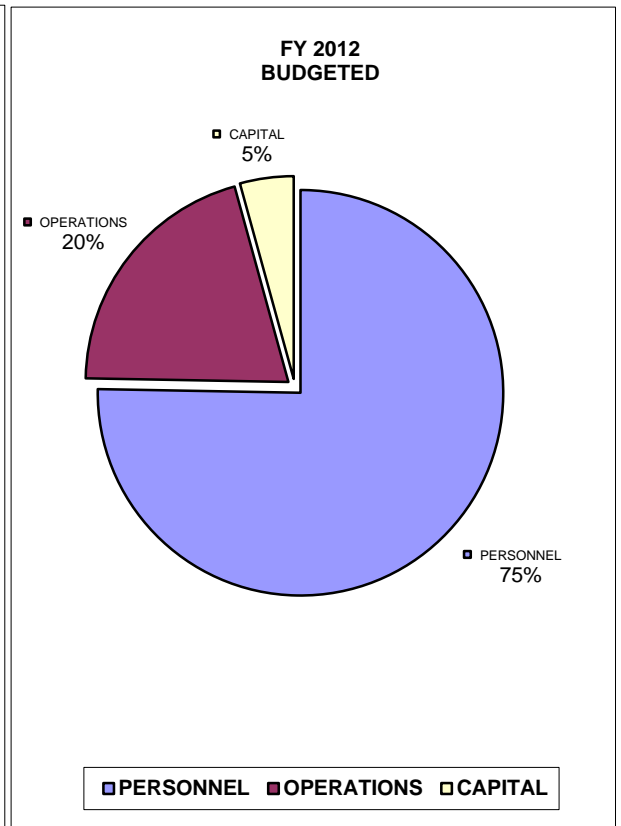
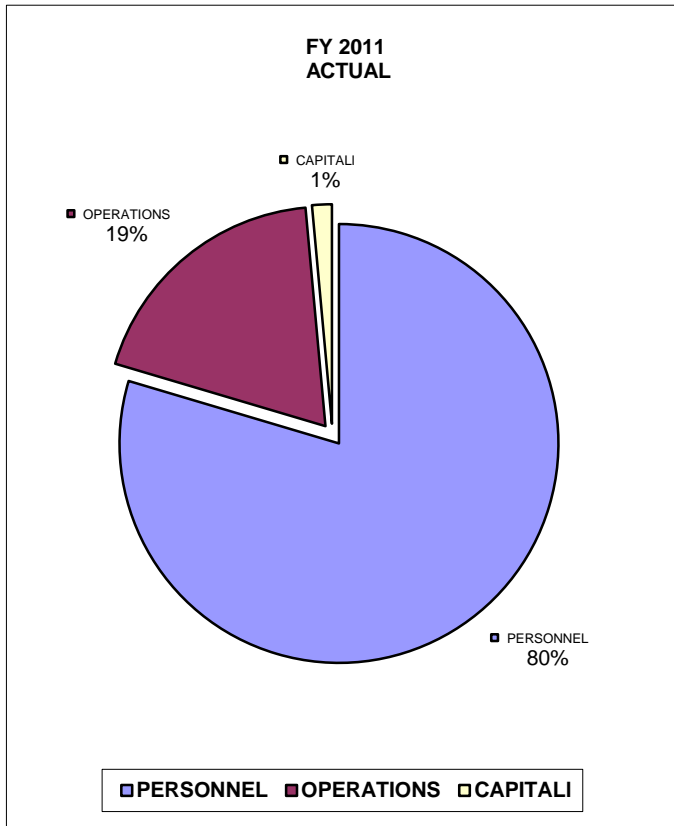
**GENERAL GOVERNMENT
FINANCIAL ADMINISTRATION
FINANCE AND ACCOUNTING**

MISSION STATEMENT: The mission of the Office of Finance and Accounting is dedicated to professionalism in maximizing available resources and in delivering creative and innovative financial resources to maintain citizen confidence and ensure cost-effective benefits.

PROGRAM GOALS:

Make the City's audited financial records available to the public to enhance and improve citizen knowledge, understanding, and interactivity. Also, to produce quality financial records of the City by improving the daily operations and enhance the agency's management focus and quality of revenue projections and reporting.

FINANCE ADMINISTRATION



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Financial Administration - Finance and Accounting

- 01-2010-45400 Employee Services:** Annual compensation and accruals appropriated for employee services.
- 01-2010-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-2010-46500 Health & Life Insurance:** Provides group health, dental and life insurance for employees.
- 01-2010-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-2010-48000 Retirement / Pension:** An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - FINANCIAL ADMINISTRATION

ACTIVITY - FINANCE AND ACCOUNTING

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-2010-45400	Employee Services	106,298	113,917	118,716	119,613	4.21%
01-2010-46300	F.I.C.A.	8,182	10,206	10,746	9,150	5.28%
01-2010-46500	Health & Life Insurance	11,042	19,300	19,300	19,500	0.00%
01-2010-47000	Worker's Compensation	357	600	612	685	2.00%
01-2010-48000	Retirement / Pension	10,279	14,390	11,620	14,500	-19.25%
Total Personnel Expenses		\$136,158	\$158,413	\$160,993	\$163,448	1.63%

POSITIONS

Full-Time

Chief Financial Officer	1	1	1	1
Accounting Clerks	0	0	0	1
Total Full-Time	1	1	1	2

Part-Time

Accounting Clerks	1	1	1	0
Total Part-Time	1	1	1	0
<u>Total Accounting Positions</u>	2	2	2	2

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Financial Administration - Finance and Accounting

01-2010-50110	Auditing Services: Annual audit of City financial records by independent accounting firm, as required by State Law.
01-2010-50200	Computer Support: Payments for the use of proprietary accounting software and for professional technical assistance.
01-2010-50470	Payroll Services: Fee for providing payroll checks processing and filing federal and state taxes.
01-2010-52500	Computer Supplies: Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
01-2010-52520	Office Supplies & Printing: Stationery, miscellaneous office supplies and materials necessary for the operations of the finance office.
01-2010-53130	Small Equipment: Small equipment needed for accounting office.
01-2010-53510	Dues & Subscriptions: Membership in various associations and subscriptions for magazines and journals that can enhance the employees' skills.
01-2010-53520	Employee Training: Job related training seminars to develop staff capabilities, including computer training for Access, Excel, Word and non-computer related training. Also books, video tapes and miscellaneous learning materials.
01-2010-53540	Travel & Meetings: Expenses incurred by accounting employees, while on official City business, including attendance at meetings, seminars, and the annual MML convention. Auto mileage, registration fees, meals, parking, tolls and accommodations are examples of reimbursable expenses.
01-2010-54010	Telephone: Monthly telephone charges and other repair or maintenance costs of telephones in the accounting office.
01-2010-54400	Credit Card Service Fees: Monthly fees and commissions incurred for receiving revenues from residents and businesses through credit card payments.
01-2010-54410	Bank Service Fees: Fees for maintaining the City's checking accounts with banks.
01-2010-54550	Miscellaneous: Expenditures that cannot be logically classified under other categories.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - FINANCIAL ADMINISTRATION

ACTIVITY - FINANCE & ACCOUNTING

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-2010-50110	Auditing Services	\$16,500	\$16,500	\$18,000	\$18,500	9.09%
01-2010-50200	Computer Support	6,337	10,500	9,000	9,000	-14.29%
01-2010-50470	Payroll Services	0	0	0	0	0.00%
01-2010-52500	Computer Supplies	428	2,500	2,500	2,600	0.00%
01-2010-52520	Office Supplies & Printing	2,699	3,000	3,000	3,500	0.00%
01-2010-53130	Small Equipment	0	500	500	500	0.00%
01-2010-53510	Dues & Subscriptions	594	1,000	1,000	1,000	0.00%
01-2010-53520	Employee Training	605	1,500	1,500	2,500	0.00%
01-2010-53540	Travel & Meetings	0	500	1,000	1,000	100.00%
01-2010-54010	Telephone	1,720	2,500	2,500	2,500	0.00%
01-2010-54400	Credit Card Service Fees	2,673	3,000	2,000	2,500	-33.33%
01-2010-54410	Bank Service Fees	265	500	0	800	-100.00%
01-2010-54550	Miscellaneous	598	1,000	1,000	1,500	0.00%
Total Operating Expenses		\$32,419	\$43,000	\$42,000	\$45,900	-2.33%

FY 2013

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Financial Administration - Finance and Accounting

01-2010-58100	Computers: To replace the existing computer.
01-2010-58110	Accounting Software: To upgrade existing software.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - FINANCE ADMINISTRATION

ACTIVITY - FINANCE AND ACCOUNTING

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-2010-58100	Computers	\$2,484	\$2,500	\$2,500	\$2,500	0.00%
01-2010-58110	Accounting Software	0	6,500	4,000	7,500	-38.46%
Total Capital Expenses		\$2,484	\$9,000	\$6,500	\$10,000	-27.78%
TOTAL FINANCE & ADMINISTRATION						
		\$171,061	\$210,413	\$209,493	\$219,348	-0.44%

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**GENERAL GOVT. - PUBLIC HEALTH
CODE ENFORCEMENT SERVICES**

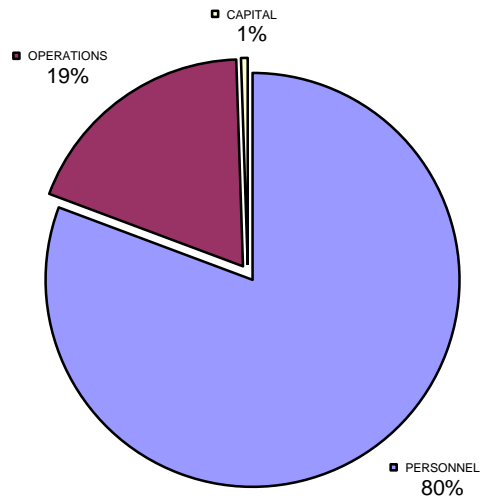
MISSION STATEMENT: Prohibit nuisances and disturbing elements which may affect the health and welfare of any person within the City of New Carrollton. To monitor the construction of buildings and the maintenance thereof, and the use of property.

PROGRAM GOALS:

1.To enforce the health and safety codes and ordinances of the City of New Carrollton in a thorough and efficient manner, related to concerns such as chipping and flaking paint on City houses, oversized vehicles, unregistered vehicles, rental housing inspections, building permits, deteriorating structures such as fences and sheds, tall grass and weeds, etc.

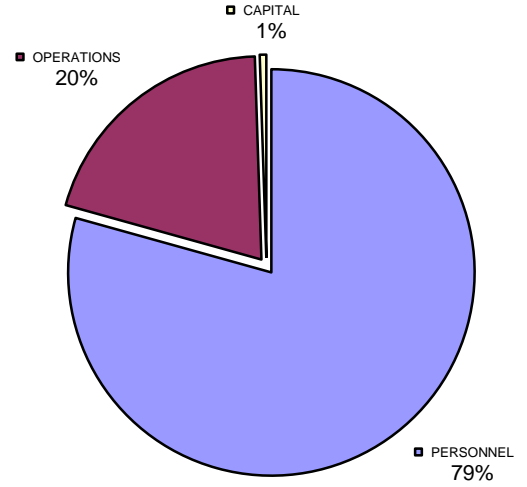
PUBLIC HEALTH AND CODE ENFORCEMENT

**FY 2011
ACTUAL**



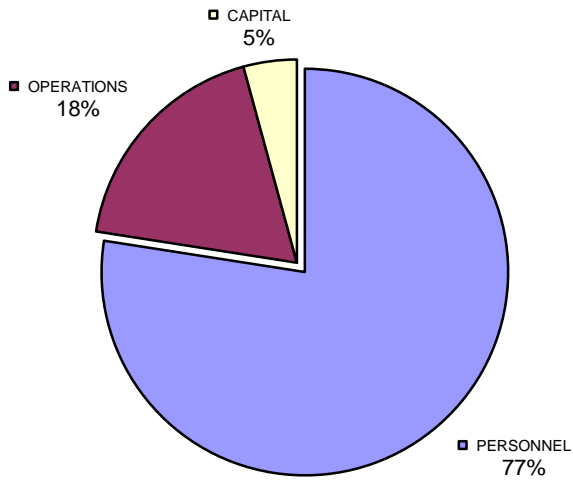
■ PERSONNEL ■ OPERATIONS ■ CAPITAL

**FY 2012
BUDGETED**



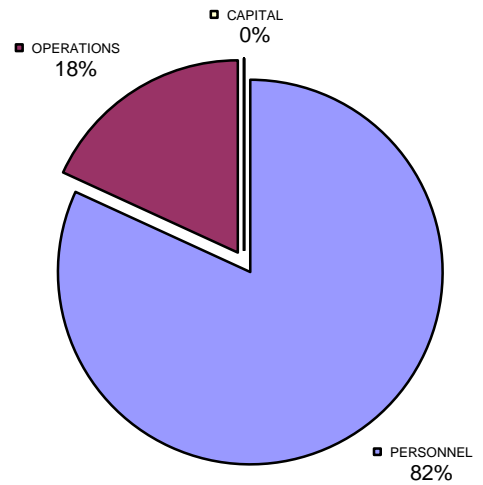
■ PERSONNEL ■ OPERATIONS ■ CAPITAL

**FY 2013
ADOPTED**



■ PERSONNEL ■ OPERATIONS ■ CAPITAL

**FY 2014
PROJECTED**



■ PERSONNEL ■ OPERATIONS ■ CAPITAL

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Health-Code Enforcement

01-2510-45400	Employee Services: Salaries and accruals of Code Enforcement Officers and the Code Enforcement Administrative Assistant.
01-2510-45650	Overtime: Overtime appropriated to Code Enforcement Employees.
01-2510-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-2510-46500	Health & Life Insurance: Provides group health, dental and life insurance for employees.
01-2510-47000	Worker's Compensation: Provides care for employees injured on the job.
01-2510-48000	Retirement / Pension: An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC HEALTH

ACTIVITY - CODE ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-2510-45400	Employee Services	\$216,156	\$268,537	\$274,948	\$288,695	2.39%
01-2510-45650	Overtime	0	1,500	1,500	1,500	0.00%
01-2510-46300	F.I.C.A.	16,057	19,204	21,148	22,200	10.12%
01-2510-46500	Health & Life Insurance	27,652	44,950	42,750	45,500	-4.89%
01-2510-47000	Worker's Compensation	11,862	19,567	19,283	22,000	-1.45%
01-2510-48000	Retirement / Pension	23,690	27,533	24,211	24,500	-12.07%
Total Personnel Expenses		\$295,417	\$381,291	\$383,840	\$404,395	0.67%

POSITIONS

Full-Time

Code Enforcement Director	1	1	1	1
Code Enforcement Officer(s)	2	3	3	3
Code Enforcement Admin. Asst.	0	1	1	1
Total Full-Time	3	5	5	5
Part-Time	1	0	1	1
Total Part-Time	1	0	1	1
<u>Total Code Enforcement Positions</u>	4	5	6	6

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Health-Code Enforcement

01-2510-50820	Property Clean-up: Payments to vendors such as Marty Mows who assist the City to obtain code compliance when violation notices have not been compiled with.
01-2510-52130	Vehicle Operation & Maintenance: Maintenance, operation, painting, repair, parts such as tires, batteries and labor for code enforcement department vehicles.
01-2510-52140	Vehicle Gasoline Use: Gasoline, diesel, and oil cost incurred for code enforcement vehicles.
01-2510-52190	Insect & Animal Control: For mosquito control service under contract with Prince George's County and the State of Maryland. Also for animal traps or pest control.
01-2510-52500	Computer Supplies: Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
01-2510-52520	Office Supplies & Printing: Stationery, miscellaneous office supplies and materials necessary for the operations of the Code Enforcement's assigned responsibilities.
01-2510-52530	Field Supplies: Traffic supplies such as cones, vests, flares, fire extinguishers and first aid kits.
01-2510-52540	Signs, Notices & Permits: Violation notices, door hangers, etc.
01-2510-53130	Small Tools: Small equipment needed for code enforcement.
01-2510-53510	Dues & Subscriptions: Membership in various associations and subscriptions for magazines and journals that can enhance the employees' skills.
01-2510-53520	Employee Training: Job related training seminars to develop staff capabilities, including computer training.
01-2510-53540	Travel & Meetings: Expenses incurred by employees while on official City business, including court attendance expenses, mileage, parking, tolls and accommodations, etc.
01-2510-53550	Employee Substance Testing & Physicals: Provides for random testing to detect substance abuse and pre-employment physicals.
01-2510-53570	Uniforms: Costs of uniform items necessary during the discharge of duties.
01-2510-54010	Telephones: Monthly expense incurred in the use of office telephones including long distance calls.

OPERATING EXPENSES

Code Enforcement (Continued)

- 01-2510-54020 Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.
- 01-2510-54550 Miscellaneous:** Expenditures that can not be logically classified under other categories.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC HEALTH

ACTIVITY - CODE ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-2510-50820	Property Clean-Up	\$38,065	\$43,500	\$39,500	\$37,000	-9.20%
01-2510-52130	Vehicle Operation & Maintenance	286	5,750	6,000	6,000	4.35%
01-2510-52140	Vehicle Gasoline Use	10,315	15,400	14,720	15,000	-4.42%
01-2510-52190	Insect & Animal Control	307	1,000	500	500	-50.00%
01-2510-52500	Computer Supplies	3,359	4,500	4,700	4,500	4.44%
01-2510-52520	Office Supplies & Printing	4,093	6,500	6,000	6,200	-7.69%
01-2510-52530	Field Supplies	1,258	2,000	2,000	2,000	0.00%
01-2510-52540	Signs, Notices & Permits	1,099	2,500	2,500	3,000	0.00%
01-2510-53130	Small Tools	0	500	500	500	0.00%
01-2510-53510	Dues & Subscriptions	580	1,000	1,000	1,200	0.00%
01-2510-53520	Employee Training	170	2,000	1,500	1,500	-25.00%
01-2510-53540	Travel & Meetings	455	2,000	1,500	1,500	-25.00%
01-2510-53550	Employee Substance Testing & Physicals	490	750	750	800	0.00%
01-2510-53570	Uniforms	1,495	1,500	1,500	1,500	0.00%
01-2510-54010	Telephones	2,220	2,500	2,500	2,500	0.00%
01-2510-54020	Cell Phones	4,241	5,000	5,000	5,500	0.00%
01-2510-54550	Miscellaneous	332	500	500	500	0.00%
Total Operating Expenses		\$68,765	\$96,900	\$90,670	\$89,700	-6.43%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Health - Code Enforcement

01-2510-57100 Vehicle: To replace old existing Code Enforcement vehicle.

01-2510-58100 Computers: Computer replacement.

01-2510-58110 Code Enforcement Software: To purchase new Code Enforcement Software.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC HEALTH

ACTIVITY - CODE ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-2510-57100	Vehicle	\$0	\$0	\$0	\$0	0.00%
01-2510-58100	Computers	1,903	2,500	6,000	0	140.00%
01-2510-58110	Code Enforcement Software	0	0	15,000	0	100.00%
Total Capital Expenses		\$1,903	\$2,500	\$21,000	\$0	740.00%
TOTAL PUBLIC HEALTH - CODE ENFORCEMENT						
		\$366,085	\$480,691	\$495,510	\$494,095	3.08%

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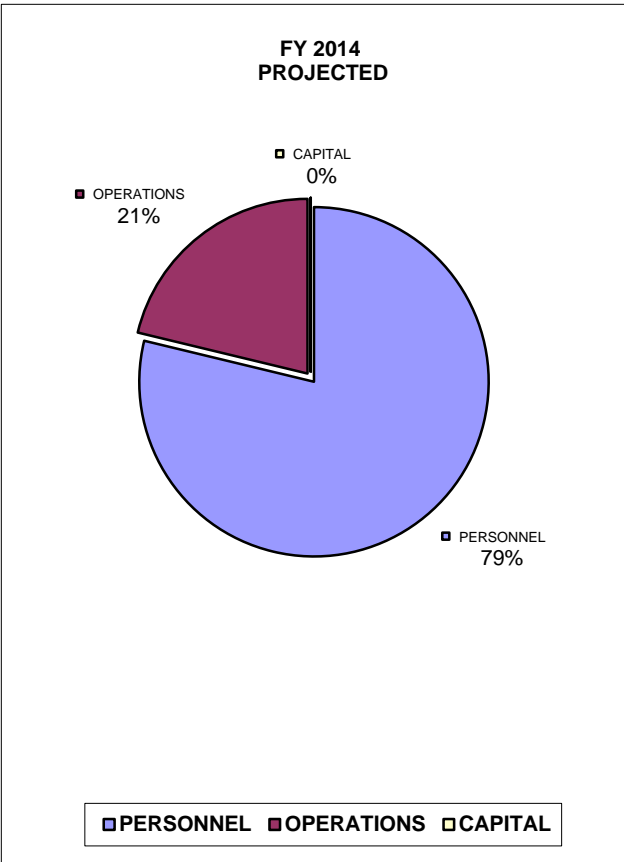
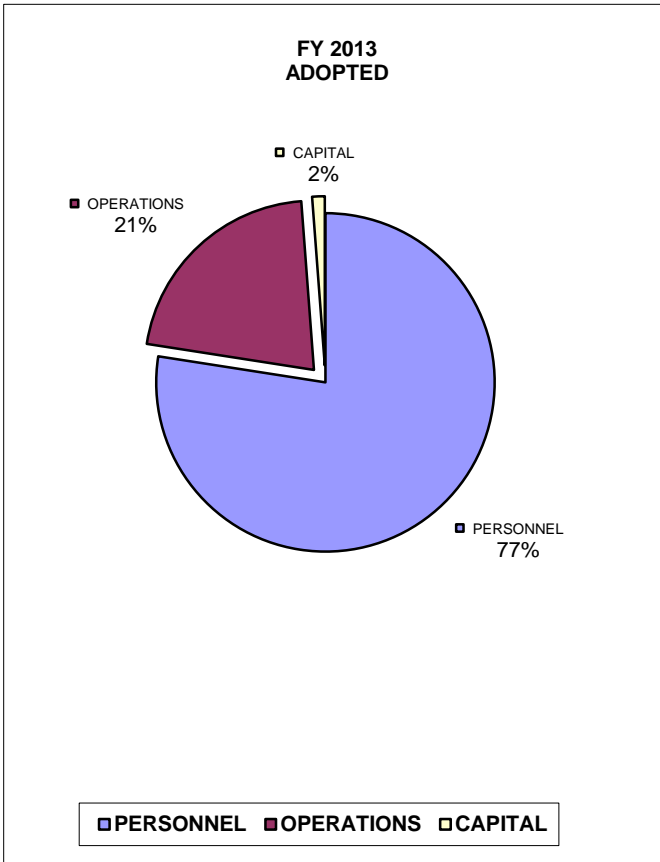
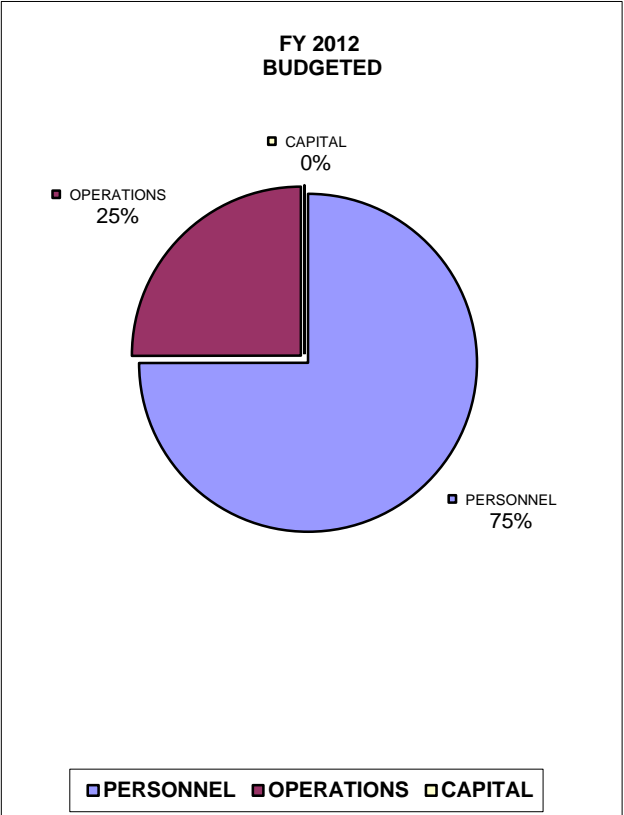
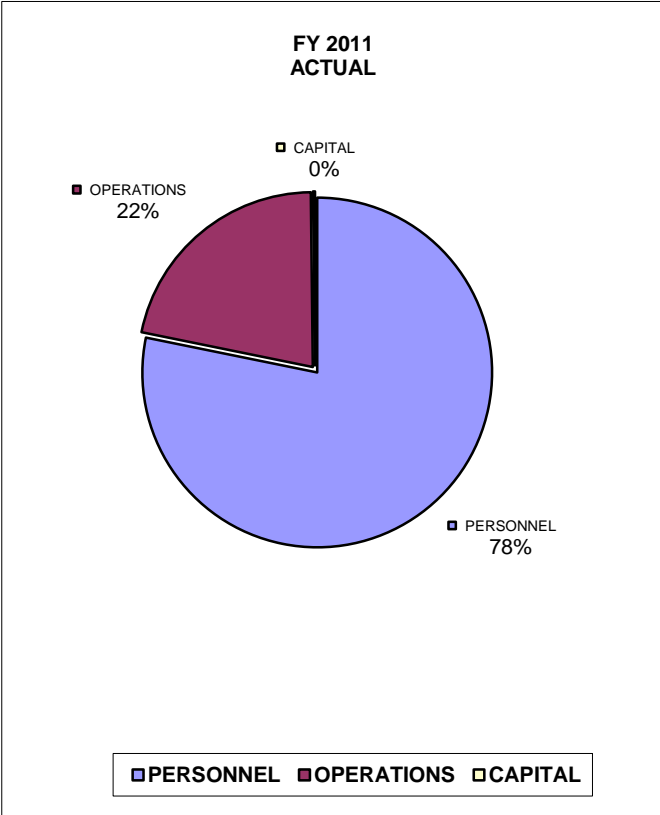
**PUBLIC SAFETY
POLICE ADMINISTRATION**

MISSION STATEMENT: To protect and serve the residents and businesses of the City of New Carrollton by enforcing laws that control the wide range of crimes within the community; to provide a safe environment and quality of life consistent with the values of the community.

PROGRAM GOALS:

1. To enforce the safety codes and ordinances of the City of New Carrollton, Prince George's County, and the State of Maryland in a thorough and efficient manner.
2. To assist Code Enforcement in the performance of their duties and give directions to different police departments under the police administration.

PUBLIC SAFETY POLICE ADMINISTRATION



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Safety - Police Administration

- 01-3010-45300 Police Chief :** Annual salary.
- 01-3010-45400 Employee Services:** Salaries and accruals of Administrative Employees.
- 01-3010-45650 Overtime - Employees Services:** Funds available for work performed beyond regular work week for Administrative Employees.
- 01-3010-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-3010-46500 Health & Life Insurance:** Provides group health, dental and life insurance for employees.
- 01-3010-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3010-48000 Retirement / Pension:** An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3010-45300	Police Chief	\$73,195	\$76,856	\$78,393	\$82,313	2.00%
01-3010-45400	Employee Services	99,327	130,649	154,525	159,161	18.28%
01-3010-45650	Overtime - Employee Services	477	1,000	4,500	4,500	350.00%
01-3010-46300	F.I.C.A.	12,974	17,442	18,163	18,817	4.13%
01-3010-46500	Health & Life Insurance	18,566	30,400	30,400	36,000	0.00%
01-3010-47000	Worker's Compensation	6,780	14,095	17,306	17,700	22.78%
01-3010-48000	Retirement / Pension	19,742	25,140	20,294	23,100	-19.28%
Total Personnel Expenses		\$231,061	\$295,582	\$323,581	\$341,591	9.47%

POSITIONS

Full -Time

Police Chief	1	1	1	1
Police Lieutenant	1	0	0	0
Police Sergeant-C.I.D	0	1	1	1
Administrative Asst.	1	1	2	2

Part-Time

Administrative Asst.	1	1	0	0
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Total Police Admin. Positions

	4	4	4	4
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NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Safety - Police Service

- 01-3010-52110 Office Equipment Maint. & Repair:** Maintenance, operation and repair of office equipment.
- 01-3010-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repairs, parts such as tires, batteries and labor for police department vehicles.
- 01-3010-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for operating police vehicles.
- 01-3010-52500 Computer Supplies:** Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
- 01-3010-52510 Pantry Supplies:** Cost associated with purchase of sugar, coffee, tea, water and other supplies to entertain the employees.
- 01-3010-52520 Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the Police Administration.
- 01-3010-53130 Small Equipment:** Small equipment needed for the police force.
- 01-3010-53510 Dues & Subscriptions:** Memberships in various associations and subscriptions for magazines and journals that can enhance the employee's skills.
- 01-3010-53520 Employee Training:** Job related training seminars to develop staff capabilities, including computer training.
- 01-3010-53540 Travel & Meetings:** Expenses incurred by employees while on official City business, including court attendance expenses, mileage, parking, tolls and accommodations, etc.
- 01-3010-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-3010-53570 Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3010-54010 Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls.
- 01-3010-54020 Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.
- 01-3010-54080 Postage Meter & Courier Services:** Cost of mailing using postage meter stamps and the use of courier service to deliver important letters and packets.
- 01-3010-54450 Neighborhood Watch:** Funding for operating city-wide program to diminish crime through citizen exchange information.

PUBLIC SAFETY POLICE ADMINISTRATION EXPENSES CONTINUED

- 01-3010-54495 Vehicle Control Fine - Service Fees:** Service fees incurred for the collection of unpaid vehicle control fine.
- 01-3010-54497 Red-light Camera-Service Fees:** Commission incurred for the collection of each red-light camera ticket at the rate of \$35.
- 01-3010-54550 Miscellaneous:** Expenditures that can not be logically classified under other categories.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-3010-52110	Office Equipment Maint. & Repair	\$254	\$1,000	\$1,500	\$1,500	50.00%
01-3010-52130	Vehicle Operation & Maintenance	3,921	5,500	5,500	5,250	0.00%
01-3010-52140	Vehicle Gasoline Use	4,107	10,500	9,500	10,500	-9.52%
01-3010-52500	Computer Supplies	1,654	3,500	1,500	2,000	-57.14%
01-3010-52510	Pantry Supplies	0	3,000	3,000	3,000	0.00%
01-3010-52520	Office Supplies & Printing	4,280	5,500	5,000	5,500	-9.09%
01-3010-53130	Small Equipment	1,029	1,750	1,750	1,800	0.00%
01-3010-53510	Dues & Subscriptions	375	1,200	1,200	1,500	0.00%
01-3010-53520	Employee Training	760	1,750	1,500	2,000	-14.29%
01-3010-53540	Travel & Meetings	3,576	3,750	2,500	2,500	-33.33%
01-3010-53550	Employee Substance Testing & Physicals	540	1,500	1,200	1,200	-20.00%
01-3010-53570	Uniforms	2,537	3,500	3,000	2,800	-14.29%
01-3010-54010	Telephones	2,047	2,500	2,500	2,500	0.00%
01-3010-54020	Cell Phones	3,482	3,500	3,500	3,500	0.00%
01-3010-54080	Postage Meter & Courier Services	340	3,000	2,000	2,000	-33.33%
01-3010-54450	Neighborhood Watch	0	2,500	2,500	2,500	0.00%
01-3010-54495	Vehicle Control Fine - Service Fees	31,233	43,000	40,500	41,500	-5.81%
01-3010-54497	Red-light Camera - Service Fees	3,279	1,200	0	0	-100.00%
01-3010-54550	Miscellaneous	473	500	1,000	500	100.00%
Total Operating Expenses		\$63,887	\$98,650	\$89,150	\$92,050	-9.63%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Safety- Police Service

01-3010-57100 Vehicles: Purchase of vehicles for the police force.

01-3010-58000 Furniture & Fixtures: Purchase of new office furniture.

01-3010-58100 Computers: Computer Replacement.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3010-57100	Vehicles	\$0	\$0	\$0	\$0	0.00%
01-3010-58000	Furniture & Fixtures	0	0	0	0	0.00%
01-3010-58100	Computers	540	0	5,000	0	100.00%
Total Capital Expenses		\$540	\$0	\$5,000	\$0	100.00%
TOTAL POLICE ADMINISTRATION		\$295,488	\$394,232	\$417,731	\$433,641	5.96%

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PUBLIC SAFETY SPEED CAMERAS

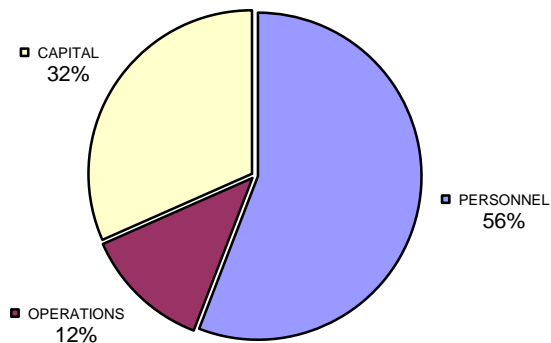
MISSION STATEMENT: To protect students attending the City's five(5) schools by enforcing speed limits in school zones with portable speed cameras, in accordance with Chapter 500(Senate Bill 277) effective October 1, 2009.

PROGRAM GOALS:

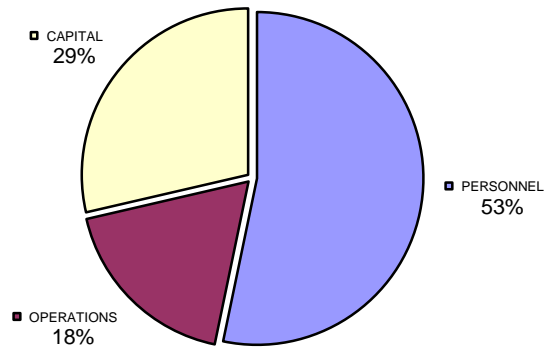
1. To protect and ensure the safety of school children who attend city schools through traffic control in and around the schools.
2. To reduce speeding in school zones by enforcing the speed limit laws in the school zones throughout the city in a through and efficient manner.

PUBLIC SAFETY POLICE -SPEED CAMERAS

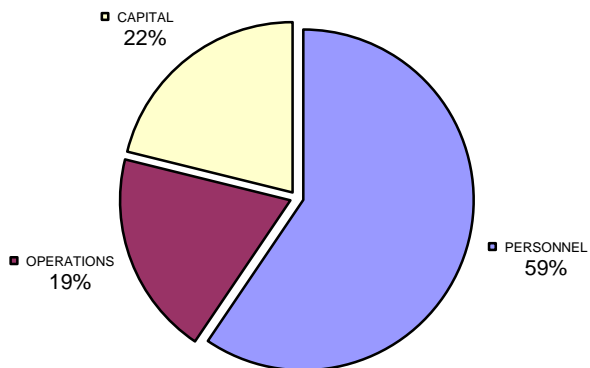
**FY 2011
ACTUAL**



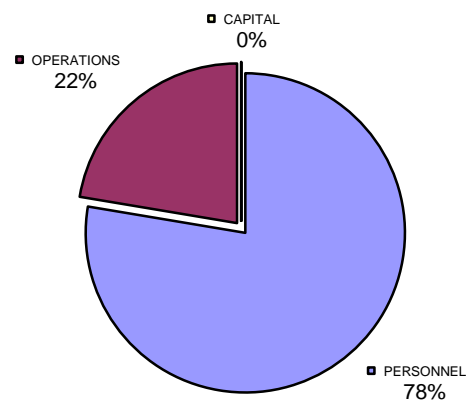
**FY 2012
BUDGETED**



**FY 2013
ADOPTED**



**FY 2014
PROJECTED**



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Safety - Police Speed Cameras

- 01-3030-45400 Employee Services:** Annual compensation and accruals appropriated for employee services.
- 01-3030-45650 Overtime - Police Officers:** Funds available for work performed beyond the regular work.
- 01-3030-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-3030-46500 Health & Life Insurance:** Provides group health, dental and life insurance for employees.
- 01-3030-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3030-48000 Retirement / Pension:** An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3030-45400	Employee Services	\$246,274	\$251,243	\$248,329	\$260,745	-1.16%
01-3030-45650	Overtime - Police Officers	4,916	7,600	7,600	8,200	0.00%
01-3030-46300	F.I.C.A.	18,081	19,801	19,579	20,574	-1.12%
01-3030-46500	Health & Life Insurance	36,174	46,400	37,750	48,500	-18.64%
01-3030-47000	Workman Compensation	14,797	19,157	21,537	23,000	12.42%
01-3030-48000	Retirement / Pension	23,778	27,969	22,436	22,500	-19.78%
Total Personnel Expenses		\$344,020	\$372,170	\$357,229	\$383,519	-4.01%

POSITIONS

Full-Time

Police Captain	0	1	1	1
Police Officers (P.F.C)	0	2	1	1
Police Officers	0	0	1	1
Administrative Asst.	1	1	1	1

Part-Time

Accounting Clerk		1	1	1
Administrative Asst.		1	1	1

<u>Total Police Service Positions</u>	1	6	6	6
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NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Safety - Police Speed Cameras

- 01-3030-50200 Computer & IT Support:** Professional and technical assistance for the City's police main computer system and the networking of the computer for the speed camera system.
- 01-3030-50325 Consulting Services:** Professional consulting fee paid to discuss concerns regarding police department internal control.
- 01-3030-50700 General Liability Insurance:** General insurance mainly covers the City's buildings, inventories, etc.
- 01-3030-50710 Auto Insurance:** Policies protecting City in the event of claims for bodily injuries and property damages due to auto accident.
- 01-3030-50720 Public Officials Liability & Bonding:** Includes employee dishonesty, and professional liability insurance for officials and staff.
- 01-3030-52110 Office Equipment Maint. & Repair:** Maintenance and repair of office equipment such as copier machine, typewriter, etc.
- 01-3030-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for police department vehicles.
- 01-3030-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred.
- 01-3030-52520 Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the Police Speed Cameras Department.
- 01-3030-52530 Field Supplies:** Traffic supplies such as cones, vests, flares, fire extinguishers and first aid kits.
- 01-3030-53140 Weapons:** Costs of weapons such as long guns, hand guns, rifles, and tasers.
- 01-3030-53510 Dues & Subscriptions:** Membership in various associations that can enhance the police force skills.
- 01-3030-53520 Employee Training:** Job related training seminars to develop staff capabilities, including computer training.
- 01-3030-53540 Travel & Meetings:** Expenses incurred by employees while on official City business, including court attendance expenses, mileage, parking, tolls and accommodations, etc.
- 01-3030-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-3030-53570 Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3030-54010 Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls.
- 01-3030-54020 Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-3030-50200	Computer & IT Support	\$5,455	\$5,500	\$4,500	\$5,500	-18.18%
01-3030-50325	Consulting Services	0	1,000	0	0	-100.00%
01-3030-50700	General Liability Insurance	3425	26,000	26,000	26,450	0.00%
01-3030-50710	Auto Insurance	6275	20,000	20,000	20,200	0.00%
01-3030-50720	Public Officials Liability & Bonding	2400	2,500	2,500	2,500	0.00%
01-3030-52110	Office Equipment Maint. & Repair	115	8,500	4,500	4,700	-47.06%
01-3030-52130	Vehicle Operation & Maintenance	12,816	8,500	6,500	6,750	-23.53%
01-3030-52140	Vehicle Gasoline Use	12,268	13,750	14,500	15,000	5.45%
01-3030-52520	Office Supplies & Printing	8,687	9,500	8,500	6,500	-10.53%
01-3030-52530	Field Supplies	2,600	3,200	3,500	2,500	9.38%
01-3030-53140	Weapons	7,618	3,000	3,500	1,500	16.67%
01-3030-53510	Dues & Subscriptions	0	1,250	1,000	1,000	-20.00%
01-3030-53520	Employee Training	2,505	4,500	3,700	2,500	-17.78%
01-3030-53540	Travel & Meetings	165	3,250	2,500	1,500	-23.08%
01-3030-53550	Employee Substance Testing & Physicals	100	2,500	2,700	2,000	8.00%
01-3030-53570	Uniforms	8,041	7,500	6,500	5,750	-13.33%
01-3030-54010	Telephones	1,310	2,500	2,500	2,500	0.00%
01-3030-54020	Cell Phones	3,381	3,600	3,600	3,600	0.00%
Total Operating Expenses		\$77,161	\$126,550	\$116,500	\$110,450	-7.94%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Safety - Police Speed Cameras

- 01-3030-57010 Building Security System:** Purchase and install security cameras to protect the government building, equipment and employees.
- 01-3030-57100 Vehicles:** Purchase of vehicles for the police force.
- 01-3030-57360 Vehicle Equipment:** Equipment for the police cars.
- 01-3030-57370 Motorola Vehicle Radios:** Purchase of radio equipment from Motorola for the police cars.
- 01-3030-58100 Computers & Software:** Purchase of new computers and software upgrade of the police department.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3030-57010	Building Security System	\$0	\$100,000	\$0	\$0	-100.00%
01-3030-57100	Vehicles	77,330	100,000	105,000	0	5.00%
01-3030-57360	Vehicle Equipment	0	0	20,000	0	100.00%
01-3030-57370	Motorola Vehicel Radios	89,916		2,000		100.00%
01-3030-58100	Computers & Software	27,500	0.00	0	0	0.00%
Total Capital Expenses		\$194,746	\$200,000	\$127,000	\$0	-36.50%
TOTAL POLICE SPECIAL OPERATION		\$615,927	\$698,720	\$600,729	\$493,969	-14.02%

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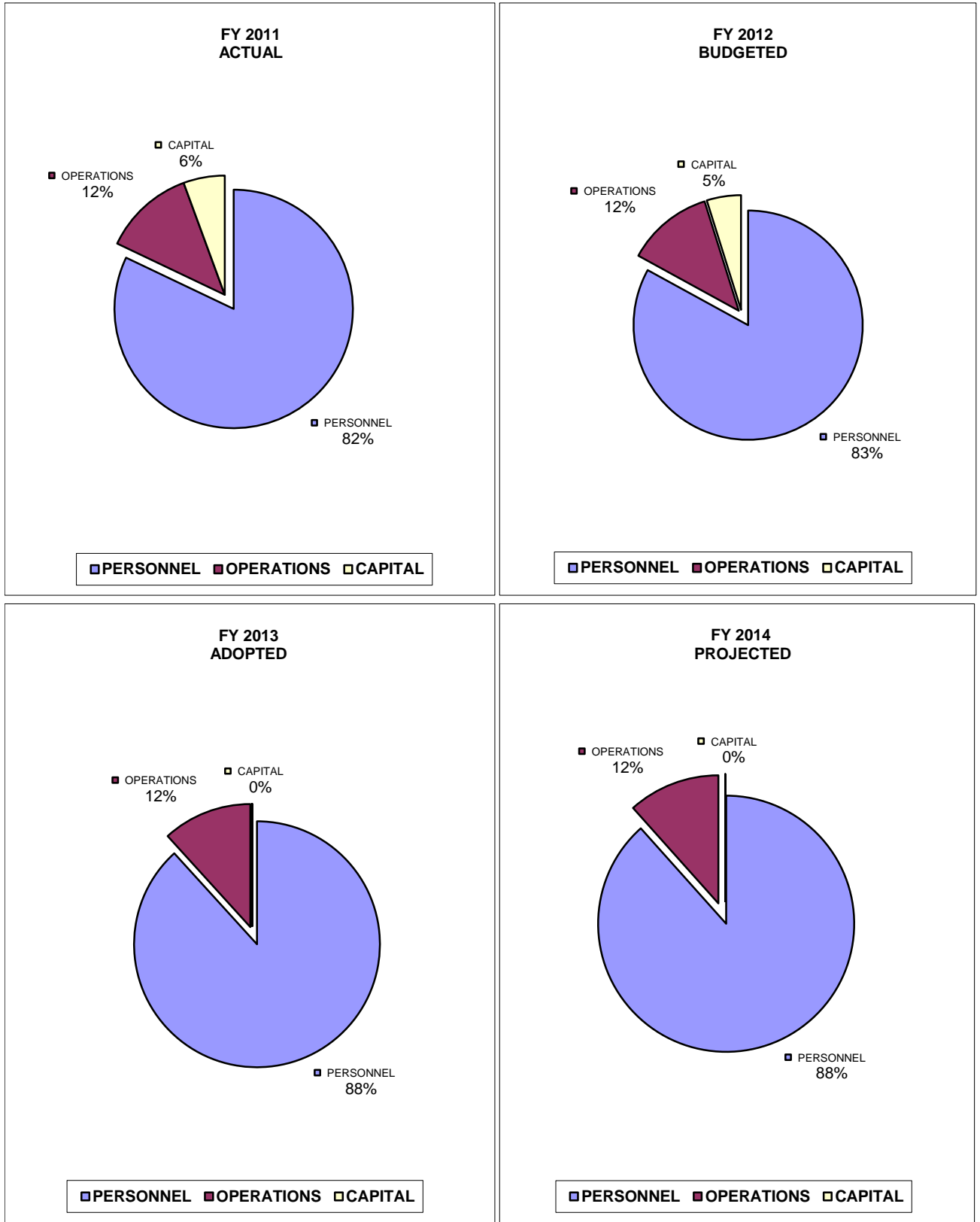
**PUBLIC SAFETY
POLICE PATROL SERVICE**

MISSION STATEMENT: To protect and serve the residents and businesses of the City of New Carrollton by enforcing laws that control the wide range of crimes within the community; to provide a safe environment and quality of life consistent with the values of the community.

PROGRAM GOALS:

1. To enforce the safety codes and ordinances of the City of New Carrollton, Prince George's County, and the State of Maryland in a thorough and efficient manner.
2. To assist Code Enforcement in the performance of their duties.

PUBLIC SAFETY POLICE -PATROL SERVICE



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Safety - Police Patrol

- 01-3040-45400 Employee Services:** Annual compensation and accruals appropriated for employee services.
- 01-3040-45133 Employee Services-State Grant:** Annual compensation and accruals appropriated for police officers hired on state grant.
- 01-3040-45650 Overtime - Police Officers:** Funds available for work performed beyond the regular work week for Police Officers.
- 01-3040-45151 Overtime-State Grant:** Funds available from state grant for work performed beyond the regular work hours.
- 01-3040-45680 Court Appearance - Overtime:** Funds available for appearing before the court beyond the regular working hours.
- 01-3040-46120 School Bus Grant:** Grant available to pay and protect the safety of school children.
- 01-3040-46130 Crime Control & Prevention Grant:** Grant available to prevent the driving under the influence of drug and alcohol.
- 01-3040-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-3040-46500 Health & Life Insurance:** Provides group health, dental and life insurance for employees.
- 01-3040-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3040-48000 Retirement / Pension:** An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3040-45400	Employee Services	\$528,018	\$564,677	\$574,148	\$585,631	1.68%
01-3040-45133	Employee Services-State Grant	0	48,500	41,872	42,686	-13.67%
01-3040-45650	Overtime - Police Officers	29,733	27,750	27,750	32,500	0.00%
01-3040-45151	Overtime - State Grant	0	0	0	0	0.00%
01-3040-45680	Court Appearance - Overtime	2,418	8,500	8,500	8,500	0.00%
01-3040-46120	School Bus Grant	5,000	4,000	0	0	-100.00%
01-3040-46130	Crime Control Prevention Grant		4,000	0	0	-100.00%
01-3040-46300	F.I.C.A.	41,120	49,771	49,899	51,236	0.26%
01-3040-46500	Health & Life Insurance	49,883	88,750	94,800	92,500	6.82%
01-3040-47000	Worker's Compensation	31,508	67,597	79,903	82,500	18.21%
01-3040-48000	Retirement / Pension	47,894	63,741	55,054	54,500	-13.63%
Total Personnel Expenses		\$735,574	\$927,286	\$931,926	\$950,053	0.50%

POSITIONS

Full-Time

Police Lieutenant	0	1	1	1
Police Sergeant	1	2	2	2
Police Corporal	1	1	1	2
Private First Class Officers	0	6	6	4
Police Officers	4	2	2	3
Total Police Service Positions	6	12	12	12

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Safety - Police Patrol

- 01-3040-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for police department vehicles.
- 01-3040-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for police vehicles.
- 01-3040-52520 Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the Police Department.
- 01-3040-52530 Field Supplies:** Traffic supplies such as cones, vests, flares, fire extinguishers and first aid kits.
- 01-3040-53130 Small Equipment:** Small equipment needed for police force.
- 01-3040-53140 Weapons:** Cost of weapons such as long guns, hand guns, rifles, radars and tasers.
- 01-3040-53180 Car to Car Radios:** Cost of car to car radios for police officers on duty.
- 01-3040-53520 Employee Training:** Job related training seminars to develop staff capabilities, including computer training.
- 01-3040-53540 Travel & Meetings:** Expenses incurred by employees while on official City business, including court attendance expenses, mileage, parking, tolls and accommodations, etc.
- 01-3040-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-3040-53570 Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3040-54010 Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls.
- 01-3040-54020 Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.
- 01-3040-54550 Miscellaneous:** Expenditures that can not be logically classified under other categories.

F.Y. 2013 CURRENT EXPENSE BUDGET**EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION****FUNCTION - PUBLIC SAFETY****ACTIVITY - POLICE PATROL**

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-3040-52130	Vehicle Operation & Maintenance	\$21,540	\$25,500	\$18,500	\$17,200	-27.45%
01-3040-52140	Vehicle Gasoline Use	25,735	38,500	40,500	42,500	5.19%
01-3040-52520	Office Supplies & Printing	9,706	8,000	6,500	8,500	-18.75%
01-3040-52530	Field Supplies	7,109	9,500	7,000	7,500	-26.32%
01-3040-53130	Small Equipment	1,202	2,500	2,500	1,250	0.00%
01-3040-53140	Weapons	100	4,000	4,000	3,200	0.00%
01-3040-53180	Car to Car Radios	0	0	0	0	0.00%
01-3040-53520	Employee Training	4,462	5,500	5,500	8,500	0.00%
01-3040-53540	Travel & Meetings	1,199	3,500	3,500	4,500	0.00%
01-3040-53550	Employee Substance Testing & Physicals	4,348	7,500	7,500	4,800	0.00%
01-3040-53570	Uniforms	19,445	11,700	10,500	10,200	-10.26%
01-3040-54010	Telephones	2,414	2,800	2,800	2,500	0.00%
01-3040-54020	Cell Phones	11,480	14,750	12,750	11,750	-13.56%
01-3040-54550	Miscellaneous	1,658	2,500	2,500	2,500	0.00%
Total Operating Expenses		\$110,398	\$136,250	\$124,050	\$124,900	-8.95%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Safety - Police Patrol

01-3040-57100 Vehicles - Car: Purchase of one car for the police force.

01-3040-57360 Vehicle Equipment: Equipment for the police cars.

01-3040-58100 Computers: Computer Replacement.

01-3040-58150 Police Interoperability Radios: Purchase of interoperability radios with a state sponsored grant.

01-3040-58540 Safe Routes to School Grant: A grant received from the State of Maryland to maintain and to repair side-walk and street near the school.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3040-57100	Vehicles - Car	\$0	\$25,000	\$0	\$0	-100.00%
01-3040-57360	Vehicle Equipment	986	0	0	0	0.00%
01-3040-58100	Computers	1,041	4,500	0	0	-100.00%
01-3040-58150	Police Interoperability Radios	48,247	0	0	0	0.00%
01-3040-58540	Safe Routes to School Grant	0	24,500	0	0	-100.00%
Total Capital Expenses		\$50,274	\$54,000	\$0	\$0	-100.00%
TOTAL POLICE PATROL SERVICE						
		\$896,246	\$1,117,536	\$1,055,976	\$1,074,953	-5.51%

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**PUBLIC SAFETY
PARKING AND ANIMAL CONTROL ENFORCEMENT**

MISSION STATEMENT- Parking Enforcement: To eliminate parking violations within the City of New Carrollton by enforcing laws that controls the wide range of infractions within the community; to provide a safe environment and quality of life consistent with the values of the community.

PROGRAM GOALS:

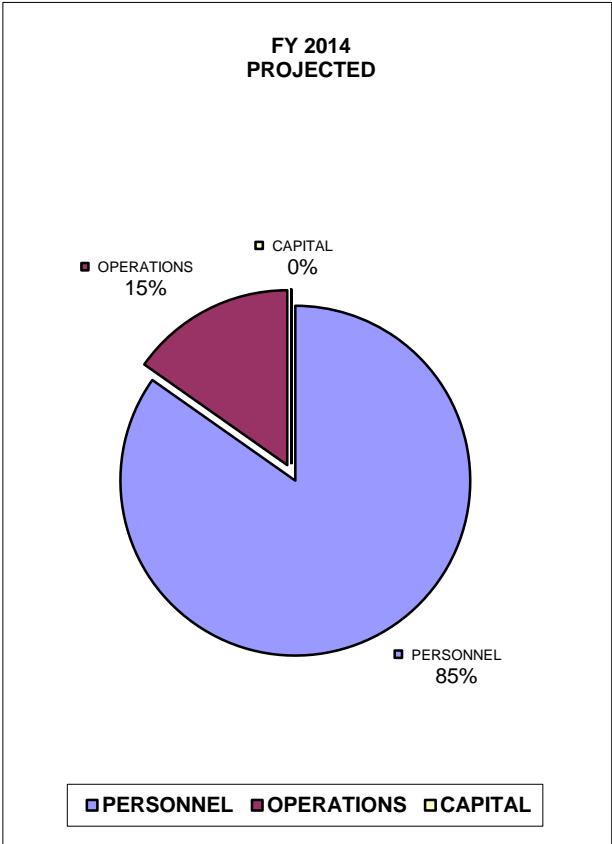
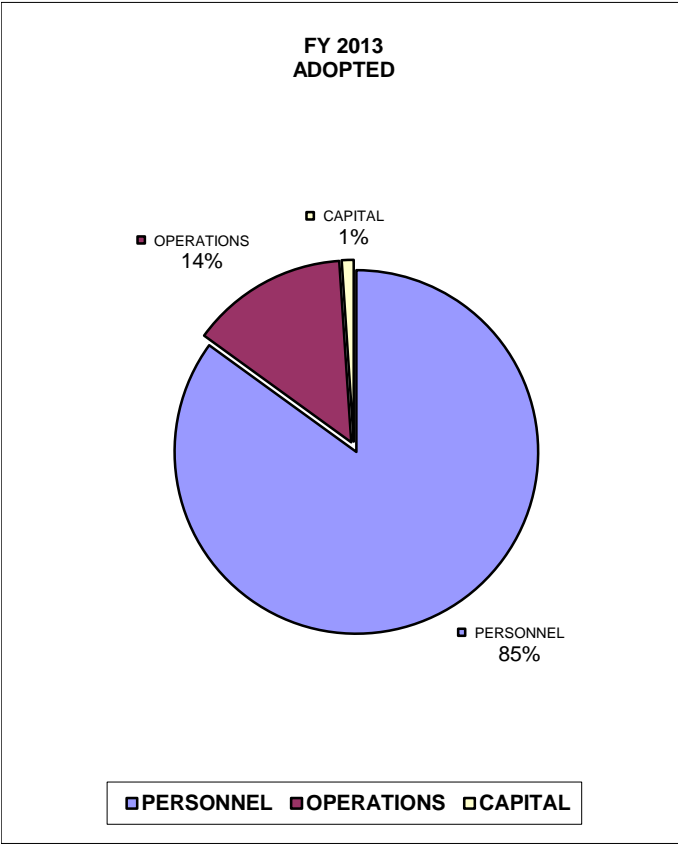
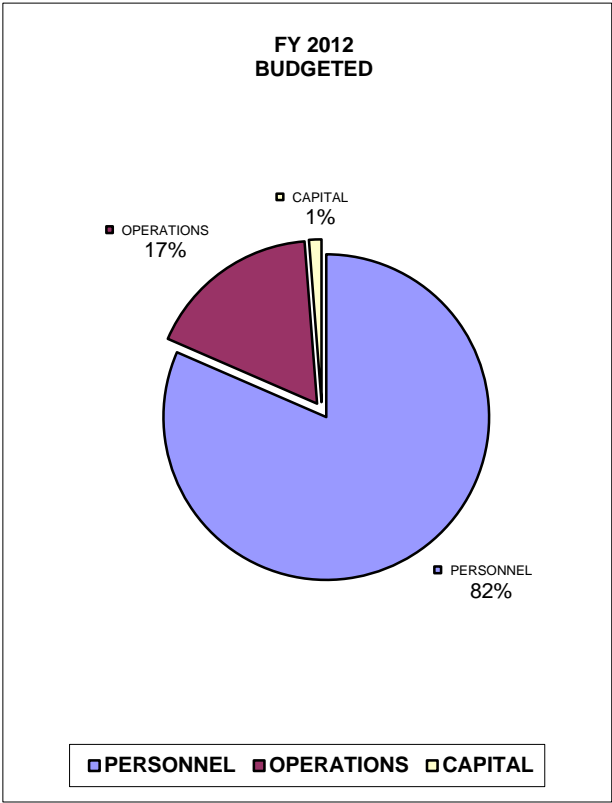
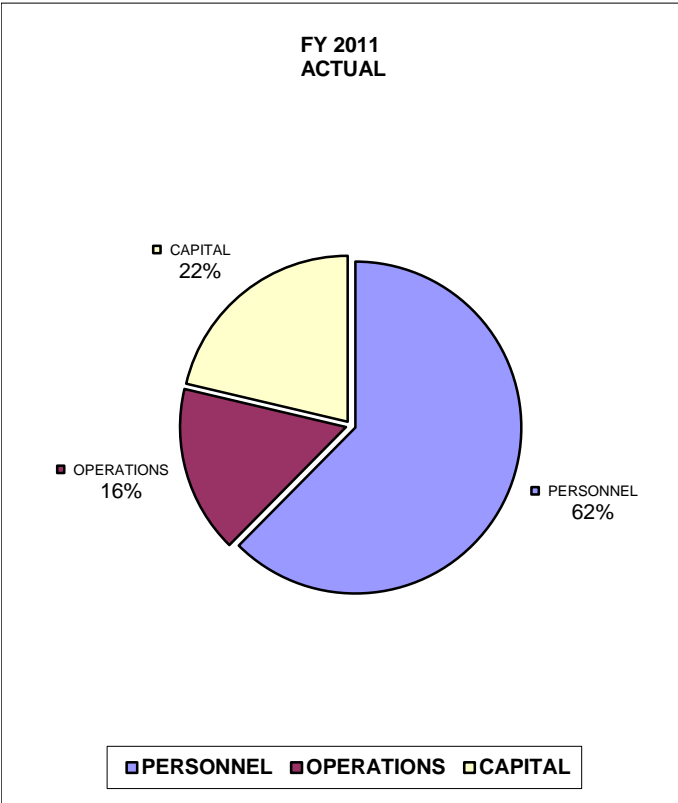
1. To enforce parking codes and ordinances of the City of New Carrollton, Prince George's County and the State of Maryland in a thorough and efficient manner.

MISSION STATEMENT- Animal control: Enforce city animal control ordinance by patrolling assigned areas; capture and impound dead, sick, injured, stray or trapped domestic and non-domestic animals. Respond to and investigate complaints from public regarding animals.

PROGRAM GOALS:

Enforce animal control ordinance to assure the safety, and health of citizens and animals in the city.

PUBLIC SAFETY-PARKING & ANIMAL CONTROL ENFORCEMENT



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Safety - Parking & Animal Control Enforcement

- 01-3050-45400 Employee Services:** Annual compensation and accruals appropriated for employee services.
- 01-3050-45650 Overtime:** Funds available for work performed beyond the regular work.
- 01-3050-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-3050-46500 Health & Life Insurance:** Provides group health, dental and life insurance for employees.
- 01-3050-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3050-48000 Retirement / Pension:** An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - PARKING & ANIMAL CONTROL ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3050-45400	Employee Services	\$76,965	\$118,515	\$129,423	\$132,659	9.20%
01-3050-45650	Overtime	125	1,200	1,200	1,200	0.00%
01-3050-46300	F.I.C.A.	5,560	6,985	9,993	10,148	43.06%
01-3050-46500	Health & Life Insurance	1,496	19,300	32,850	33,050	70.21%
01-3050-47000	Worker's Compensation	5,328	9,587	16,001	10,910	66.91%
01-3050-48000	Retirement / Pension	4,316	9,851	11,440	13,155	16.13%
Total Personnel Expenses		\$93,790	\$165,438	\$200,907	\$201,122	21.44%

POSITIONS

Full-Time

Parking Enf. Officer	0	2	2	2
Animal Control Officer	0	0	1	1

<u>Total Police Service Positions</u>	0	2	3	3
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NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Safety - Parking & Animal Control Enforcement

- 01-3050-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for parking enforcement department vehicles.
- 01-3050-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for police vehicles.
- 01-3050-52520 Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the parking enforcement department.
- 01-3050-52530 Field Supplies:** Traffic supplies such as cones, vests, flares, fire extinguishers and first aid kits.
- 01-3050-53520 Employee Training:** Job related training seminars to develop staff capabilities, including computer training.
- 01-3050-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-3050-53570 Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3050-54010 Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls.
- 01-3050-54020 Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - PARKING & ANIMAL CONTROL ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-3050-52130	Vehicle Operation & Maintenance	\$4,692	\$7,100	\$5,100	\$5,250	-28.17%
01-3050-52140	Vehicle Gasoline Use	7,579	10,500	11,500	12,500	9.52%
01-3050-52520	Office Supplies & Printing	1,775	3,700	3,500	3,500	-5.41%
01-3050-52530	Field Supplies	3,699	4,500	4,200	4,200	-6.67%
01-3050-53520	Employee Training	0	1,000	1,000	1,000	0.00%
01-3050-53550	Employee Substance Testing & Physicals	590	1,000	500	500	-50.00%
01-3050-53570	Uniforms	3,197	3,500	3,500	3,700	0.00%
01-3050-54010	Telephones	465	750	750	1,250	0.00%
01-3050-54020	Cell Phones	2,468	2,950	2,950	4,250	0.00%
Total Operating Expenses		\$24,465	\$35,000	\$33,000	\$36,150	-5.71%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Safety - Parking & Animal Control Enforcement

01-3050-57100 Vehicles: Purchase of one car for the parking enforcement officer.

01-3050-57360 Vehicle Equipment: Purchase of equipment for the parking enforcement car.

01-3050-58100 Computers: Purchase of computer for parking enforcement officer.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

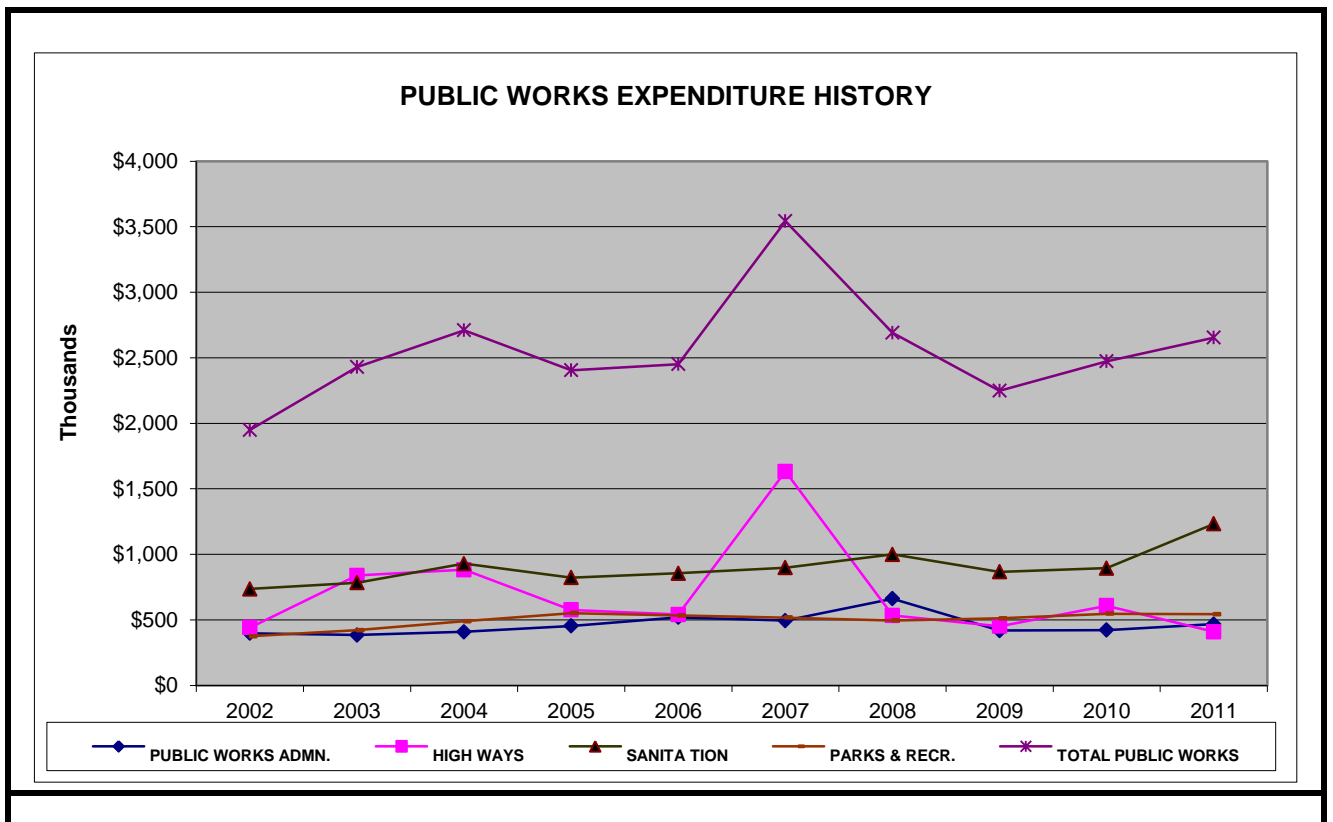
ACTIVITY - PARKING & ANIMAL CONTROL ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3050-57100	Vehicles	\$32,035	\$0	\$0	\$0	0.00%
01-3050-57360	Vehicle Equipment	0	0	0	0	0.00%
01-3050-58100	Computers	0	2,500	2,500	0	0.00%
Total Capital Expenses		\$32,035	\$2,500	\$2,500	\$0	0.00%
TOTAL PARKING & ANIMAL CONTROL ENFORCEMENT						
		\$150,290	\$202,938	\$236,407	\$237,272	16.49%
TOTAL POLICE DEPARTMENT						
		<u>\$1,957,951</u>	<u>\$2,413,426</u>	<u>\$2,310,843</u>	<u>\$2,239,835</u>	<u>-4.25%</u>

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PUBLIC WORKS: DEPARTMENTAL EXPENDITURES

The Public Works Department provides collection of solid waste and recyclables for all single family homes. In addition, the department provides maintenance for City streets and City parks, and maintains all City vehicles and utility equipment.



**PUBLIC WORKS ADMINISTRATION
GENERAL MANAGEMENT:**

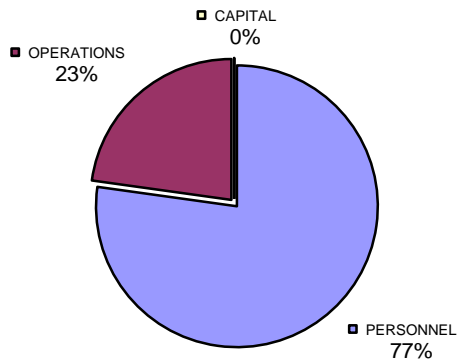
MISSION STATEMENT: To plan, manage and administer all activities in the department to effect the most efficient and economical operation in all functions the department performs. This includes: maintaining records on personnel, equipment, and work volumes; responding to citizen concerns in a timely manner; coordinating with County and State programs, e.g., recycling, solid waste, and urban forestry. In addition, develop training opportunities for employees so they can stay abreast of technological advances and service delivery methods. Fleet maintenance continues to be proactive to ensure equipment downtime does not interfere with City services. This is achieved through an intense preventative maintenance program that is contracted out to a private vendor.

PROGRAM GOALS:

1. Continue improving automated records management.
2. Continue with an intense preventative maintenance program.

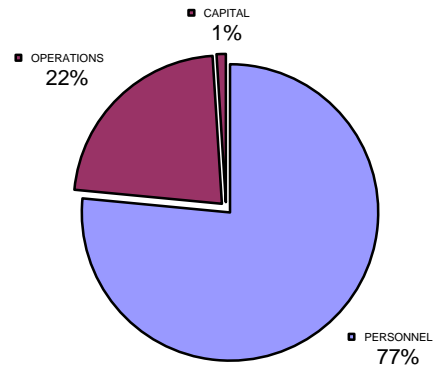
PUBLIC WORKS - ADMINISTRATION

**FY 2011
ACTUAL**



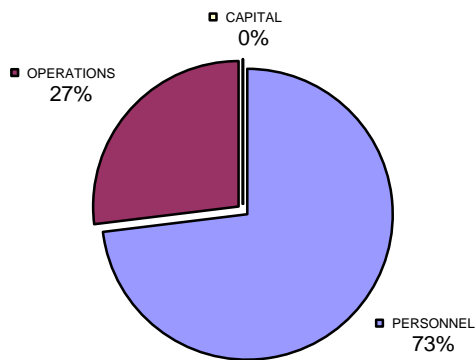
■ PERSONNEL ■ OPERATIONS ■ CAPITAL

**FY 2012
BUDGET**



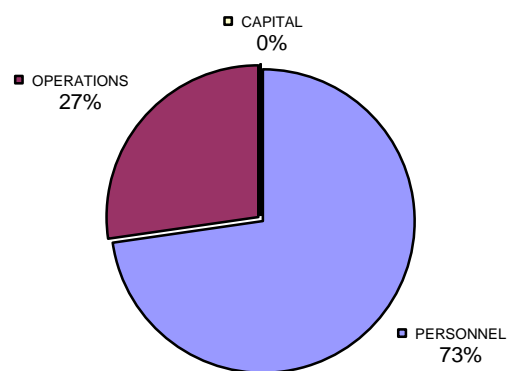
■ PERSONNEL ■ OPERATIONS ■ CAPITAL

**FY 2013
ADOPTED**



■ PERSONNEL ■ OPERATIONS ■ CAPITAL

**FY 2014
PROJECTED**



■ PERSONNEL ■ OPERATIONS ■ CAPITAL

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Works Department

- 01-3510-45300 P.W. Director:** Annual salary.
- 01-3510-45400 Employee Services:** Salaries and accruals paid to public works Administrative Employees.
- 01-3510-45650 Overtime:** Compensation for overtime.
- 01-3510-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-3510-46500 Health & Life Insurance:** Provides group health and life insurance for employees.
- 01-3510-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3510-48000 Retirement / Pension:** An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3510-45300	P.W. Director	\$72,550	\$76,170	\$77,693	\$81,578	2.00%
01-3510-45400	Employee Services	190,821	252,633	240,573	246,588	-4.77%
01-3510-45650	Overtime	906	3,500	3,500	3,500	0.00%
01-3510-46300	F.I.C.A.	19,348	25,421	24,615	25,372	-3.17%
01-3510-46500	Health & Life Insurance	33,585	41,300	37,300	40,200	-9.69%
01-3510-47000	Worker's Compensation	11,403	24,955	21,182	24,850	-15.12%
01-3510-48000	Retirement / Pension	32,760	32,392	28,459	33,780	-12.14%
Total Personnel Expenses		\$361,373	\$456,371	\$433,322	\$455,868	-5.05%

POSITIONS

Full-Time

Public Works Director	1	1	1	1
Assistant Director	1	1	1	1
Senior Mechanic	1	1	1	1
Mechanic	1	1	1	1
Adm. Assistant	1	1	1	1
Custodian	1	1	1	1
Total P.W. Administration Positions	6	6	6	6

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES - ADMINISTRATION

Public Works Department

- 01-3510-50700 General Liability Insurance:** General Insurance mainly covers the City's buildings and inventories, etc.
- 01-3510-50710 Auto Insurance:** Policies protecting City in the event of claims for bodily injuries and property damages due to accident.
- 01-3510-50750 Equipment Maint. Contracts:** Costs associated with the maintenance agreements of air conditioning and facility environmental systems.
- 01-3510-51000 Preventive Vehicle Repair & Maint. Contract:** Preventive maintenance and repair program contracted with private vendor for all City vehicles. Allowed an increase of 3% for petroleum product prices.
- 01-3510-52100 Building Maintenance & Repair:** Any costs associated with repairs such as labor, supplies, and maintenance materials to upkeep the buildings in good condition (Interior or exterior painting, pest control, electrical work, plumbing, heating repair, ventilation, air condition repair, etc.).
- 01-3510-52110 Office Equipment Maint. & Repair:** Maintenance, operation and repair of office equipment such as the copier machine and typewriter, etc.
- 01-3510-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for public works administration vehicles.
- 01-3510-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for Administration vehicles.
- 01-3510-52500 Computer Supplies:** Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
- 01-3510-52510 Pantry Supplies:** Cost associated with purchase of sugar, coffee, tea, water and other supplies for the employees.
- 01-3510-52520 Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the public works administration.
- 01-3510-52550 Janitorial Supplies:** Cost associated with the purchase of cleaning supplies, bath tissues, soaps, etc.
- 01-3510-53120 Safety Supplies:** For use in ongoing safety programs. Additional funding was included for coats and blankets to be used by employees during snow emergencies.
- 01-3510-53510 Dues & Subscriptions:** Professional dues, various subscriptions for APWA, Nurseryman, Ground Maintenance, etc.
- 01-3510-53540 Travel & Meetings:** Expenses incurred by employees while on official City business, including attendance at meetings, seminars, mileage, parking, tolls and accommodations, etc.
- 01-3510-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.

OPERATING EXPENSES CONTINUED

OPERATING EXPENSES

Public Works Administration (Continued)

- 01-3510-53570 Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3510-54010 Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls.
- 01-3510-54020 Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.
- 01-3510-54050 Utility - Electricity:** Electricity use to maintain the day to day operation of the P.W. Facilities.
- 01-3510-54060 Utility - Natural Gas:** Gas use to maintain the day to day operations of the P.W. Facilities.
- 01-3510-54070 Utility - Water:** Water use to maintain the day to day operations of the P.W. Administration.
- 01-3510-54550 Miscellaneous:** Expenditures that can not be logically classified under other categories.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-3510-50700	General Liability Insurance	\$0	\$0	\$7,500	\$8,000	100.00%
01-3510-50710	Auto Insurance	0	0	29,000	32,000	100.00%
01-3510-50750	Equipment Maint. Contracts	5,433	10,000	7,500	8,500	-25.00%
01-3510-51000	Preventive Vehicle Repair & Maint. Contract	24,955	31,000	28,500	28,500	-8.06%
01-3510-52100	Building Maintenance & Repair	10,461	14,500	13,500	14,500	-6.90%
01-3510-52110	Office Equipment Maint. & Repair	578	2,500	2,500	2,500	0.00%
01-3510-52130	Vehicle Operation & Maintenance	3,422	4,000	2,300	2,300	-42.50%
01-3510-52140	Vehicle Gasoline Use	1,717	4,000	5,500	6,500	37.50%
01-3510-52500	Computer Supplies	2,015	2,000	2,000	2,000	0.00%
01-3510-52510	Pantry Supplies	4,889	4,000	4,000	4,000	0.00%
01-3510-52520	Office Supplies & Printing	6,982	8,000	5,500	5,500	-31.25%
01-3510-52550	Janitorial Supplies	5,538	4,500	4,500	5,200	0.00%
01-3510-53120	Safety Supplies	2,077	2,500	1,500	2,000	-40.00%
01-3510-53510	Dues & Subscriptions	609	1,000	1,000	1,000	0.00%
01-3510-53540	Travel & Meetings	1,496	1,500	1,500	1,500	0.00%
01-3510-53550	Employee Substance Testing & Physicals	668	600	600	500	0.00%
01-3510-53570	Uniforms	2,759	3,500	3,200	3,100	-8.57%
01-3510-54010	Telephones	4,749	3,500	3,500	4,000	0.00%
01-3510-54020	Cell Phones	3,510	4,500	4,500	4,500	0.00%
01-3510-54050	Utility - Electricity	11,519	14,000	13,500	14,000	-3.57%
01-3510-54060	Utility - Natural Gas	10,552	13,500	13,000	13,700	-3.70%
01-3510-54070	Utility - Water	1,785	4,000	4,000	6,200	0.00%
01-3510-54550	Miscellaneous	991	1,000	1,200	1,000	20.00%
Total Operating Expenses		\$106,705	\$134,100	\$159,800	\$171,000	19.16%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL OUTLAY - ADMINISTRATION

Public Works Department

- 01-3510-57100 Vehicles:** Purchase of one pick-up truck for the Public Works Administration.
- 01-3510-57150 Utility Truck:** To replace a 1982 Ford utility truck used by the mechanics for road service. To be paid over a five year period.
- 01-3510-57250 Vehicle Lift:** Purchase of one vehicle lift to replace the existing one.
- 01-3510-57400 Natural Gas Generator:** To purchase and install a new gas generator.
- 01-3510-58000 Furniture:** To purchase office furniture.
- 01-3510-58200 Heating & Air-Conditioning:** To purchase a new air-conditioning unit.
- 01-3510-58320 Fuel Tracking System:** To purchase a new fuel tracking system.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3510-57100	Vehicles	\$0	\$0	\$0	\$0	0.00%
01-3510-57150	Utility Truck	0	0	0	0	0.00%
01-3510-57250	Vehicle Lift	0	0	0	0	0.00%
01-3510-57400	Natural Gas Generator	0	0	0	0	0.00%
01-3510-58000	Furniture	0	0	0	0	0.00%
01-3510-58200	Heating & Air-Conditioning	0	6,000	0	0	-100.00%
01-3510-58320	Fuel Tracking System	0	0	0	0	0.00%
Total Capital Expenses		\$0	\$6,000	\$0	\$0	-100.00%
TOTAL PUBLIC WORKS ADMINISTRATION		\$468,078	\$596,471	\$593,122	\$626,868	-0.56%

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**PUBLIC WORKS - HIGHWAYS:
INFRASTRUCTURE MANAGEMENT:**

MISSION STATEMENT: The City embarked on a program fifteen years ago to ensure the infrastructure would be maintained. Selection of streets for reconstruction is based on deterioration.

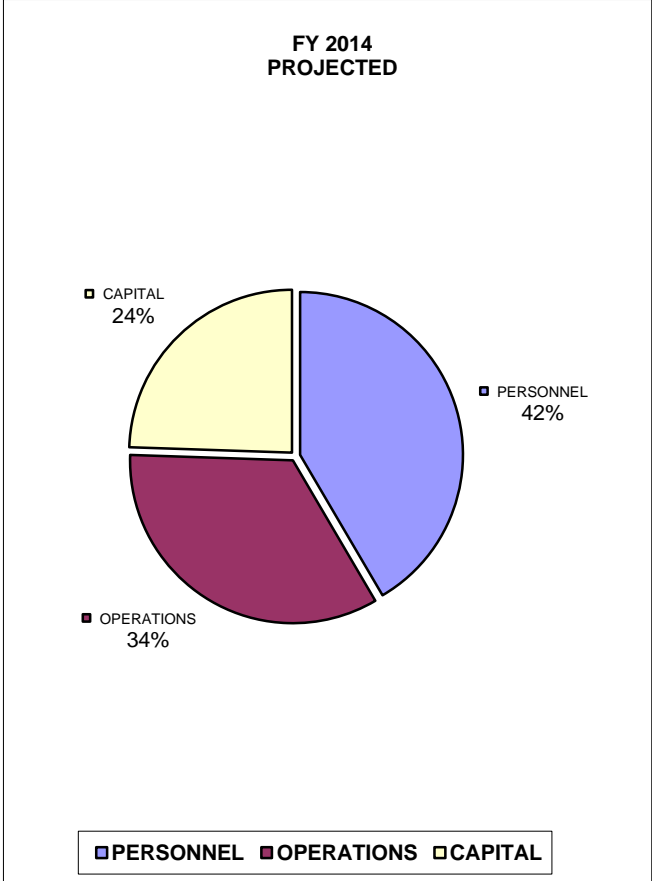
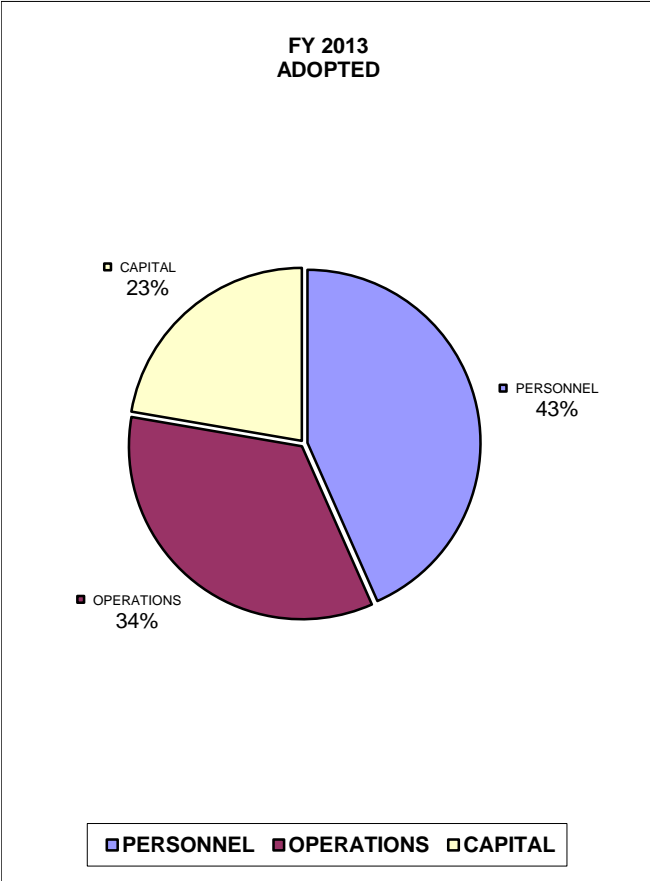
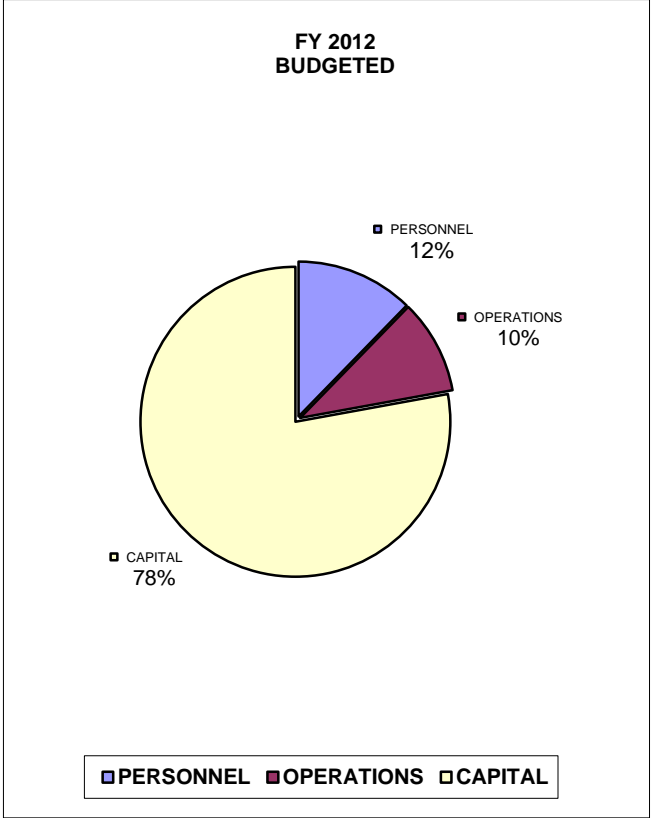
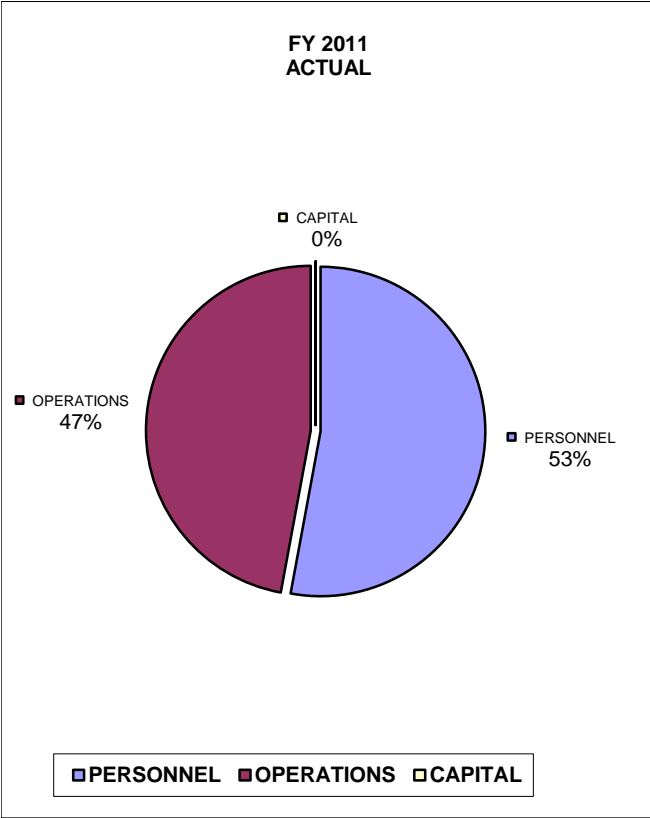
Deterioration is determined through inspections, and with a computer program, streets are ranked in order of repair need. To obtain optimal volume pricing, streets are repaired every three years while sidewalks are usually done annually. Public Works personnel are used to ensure problem areas are repaired and kept safe. Safety includes: maintaining traffic signs, installing drainage improvements, keeping bridges in good condition, and providing snow and ice removal.

PROGRAM GOALS:

1. Continue reconstructing City streets and sidewalks.
2. Continue to provide maintenance and safety for infrastructure.

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PUBLIC WORKS - HIGHWAYS:



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES - HIGHWAYS

Public Works Department

- 01-3610-45400 Employee Services:** Salaries and accruals paid to public works employees.
- 01-3610-45650 Overtime:** Compensation for overtime.
- 01-3610-45670 Snow Removal O.T.:** Funds available for work performed beyond the regular work in winter season.
- 01-3610-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-3610-46500 Health & Life Insurance:** Provides group health, dental and life insurance for employees
- 01-3610-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3610-48000 Retirement / Pension:** An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - HIGHWAYS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3610-45400	Employee Services	\$137,938	\$199,648	\$180,481	\$184,993	-9.60%
01-3610-45650	Overtime	2,614	3,500	3,500	3,500	0.00%
01-3610-45670	Snow Removal O.T.	9,000	15,000	15,000	15,600	0.00%
01-3610-46300	F.I.C.A.	11,318	16,688	15,222	15,613	-8.78%
01-3610-46500	Health & Life Insurance	25,519	27,950	40,950	40,250	46.51%
01-3610-47000	Worker's Compensation	10,544	18,508	14,918	17,520	-19.39%
01-3610-48000	Retirement / Pension	19,575	22,458	15,958	17,500	-28.94%
Total Personnel Expenses		\$216,508	\$303,752	\$286,029	\$294,976	-5.83%

POSITIONS

Full-Time

Maint. Superintendent	1	1	1	1
Maint. Equip. Operator	1	1	1	1
Maint. Driver Welder	1	1	1	1
Maint. Driver/Lab	1	1	1	1
Maint. Laborer	1	1	1	1
<u>Total P.W. Highways Positions</u>	5	5	5	5

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES - HIGHWAYS

Public Works Department

- 01-3610-50600 Engineering Services:** Professional consultation, project design, inspection, and other engineering services, as required.
- 01-3610-51110 Landfill Fees:** Disposal of rubble from street and side walk repairs.
- 01-3610-51210 Street Lighting:** An annual energy charge for City street lights, parking lots, and other public areas, also pays for all new street lights. Increase in estimation is due to the energy rate change.
- 01-3610-51215 Street Light Improvements:** To improve and to add street lights by PEPCO where deemed necessary.
- 01-3610-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for public works highway vehicles.
- 01-3610-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for highway vehicles.
- 01-3610-52150 Small Operating Equipment & Parts:** Cost of any small machines or equipment used in the daily operation of the City Street Department such as drills, saws, gauges, and other small operating equipment.
- 01-3610-52180 Equipment Rental:** Equipment or machines rented to maintain the City's streets as needed.
- 01-3610-52560 Traffic Safety Supplies:** Signs, materials, paint, barricades, and other traffic control materials and devices.
- 01-3610-53000 Street & Storm Drain Maint. Materials:** Concrete, asphalt, sand, gravel, top-soil, sod, and other materials used in the repair and maintenance of streets, sidewalks, curbs, storm drain systems and storm drainage channels.
- 01-3610-53100 Snow Removal Supplies:** Cost of sand and salt.
- 01-3610-53130 Small Tools:** Equipment necessary in the discharge of duties.
- 01-3610-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-3610-53570 Uniforms:** Costs associated with the uniform rental and cleaning, rain gear, helmets, shoes, and gloves, etc.
- 01-3610-54120 Shared Street Sweeper:** Repair & Maintenance cost of shared sweeper with Four Cities.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - HIGHWAYS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-3610-50600	Engineering Services	\$0	\$1,500	\$1,500	\$1,500	0.00%
01-3610-51110	Landfill Fees	3,240	5,200	5,200	5,500	0.00%
01-3610-51210	Street Lighting	97,178	114,000	114,000	115,000	0.00%
01-3610-51215	Street Light Improvements	243	1,500	1,500	2,000	0.00%
01-3610-52130	Vehicle Operation & Maintenance	13,877	18,200	14,200	16,500	-21.98%
01-3610-52140	Vehicle Gasoline Use	27,494	33,000	34,500	36,500	4.55%
01-3610-52150	Small Operating Equipment & Parts	268	1,000	1,000	1,500	0.00%
01-3610-52180	Equipment Rental	202	1,000	1,000	1,000	0.00%
01-3610-52560	Traffic Safety Supplies	3,396	6,000	3,500	3,700	-41.67%
01-3610-53000	Street & Storm Drain Maint. Materials	5,917	8,500	8,500	9,500	0.00%
01-3610-53100	Snow Removal Supplies	16,291	12,500	12,500	19,500	0.00%
01-3610-53130	Small Tools	369	500	500	500	0.00%
01-3610-53550	Employee Substance Testing & Physicals	881	1,500	1,500	1,500	0.00%
01-3610-53570	Uniforms	2,840	4,000	4,000	4,000	0.00%
01-3610-54120	Shared Street Sweeper	20,469	35,000	23,000	23,000	-34.29%
Total Operating Expenses		\$192,665	\$243,400	\$226,400	\$241,200	-6.98%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL OUTLAY- HIGHWAYS

Public Works Department

- 01-3610-57100 Dump Truck:** Purchase of one new dump truck.
- 01-3610-57120 Vehicle-Street Sweeper:** Purchase of a street sweeper in collaboration with four other cities by paying 25% of the total cost.
- 01-3610-57150 Vehicle-Pickup Truck:** Purchase of one new Pick up Truck.
- 01-3610-57300 Leaf Boxes:** Purchase of three leaf boxes.
- 01-3610-57400 Snow Plows:** Purchase of snow plows.
- 01-3610-58150 Radios:** Purchase of radios for the use of public work employees.
- 01-3610-58500 Street Repairs:** Funding for street repairs by private contractors.
- 01-3610-58520 Sidewalk Repairs:** Funding for sidewalk repairs by private contractors.
- 01-3610-58530 Bridge Repairs:** Funding for bridge repairs by private contractors.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - HIGHWAYS

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3610-57100	Dump Truck	\$0	\$88,000	\$0	\$80,000	-100.00%
01-3610-57120	Vehicle-Street Sweeper	0	0	30,000	0	100.00%
01-3610-57150	Vehicle-Pickup Truck	0	0	25,000	0	100.00%
01-3610-57300	Leaf Boxes	0	35,000	0	0	-100.00%
01-3610-57400	Snow Plows	0	27,000	5,000	0	-81.48%
01-3610-58150	Radios	0	0	30,000	0	100.00%
01-3610-58500	Street Repairs	0	1,750,000	57,000	68,724	-96.74%
01-3610-58520	Sidewalk Repairs	0	0	0	25,000	0.00%
01-3610-58530	Bridge Repairs	0	25,000	0	0	-100.00%
Total Capital Expenses		\$0	\$1,925,000	\$147,000	\$173,724	-92.36%
TOTAL PUBLIC WORKS HIGHWAYS						
		\$409,173	\$2,472,152	\$659,429	\$709,900	-73.33%

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**PUBLIC WORKS - SANITATION
SOLID WASTE MANAGEMENT:**

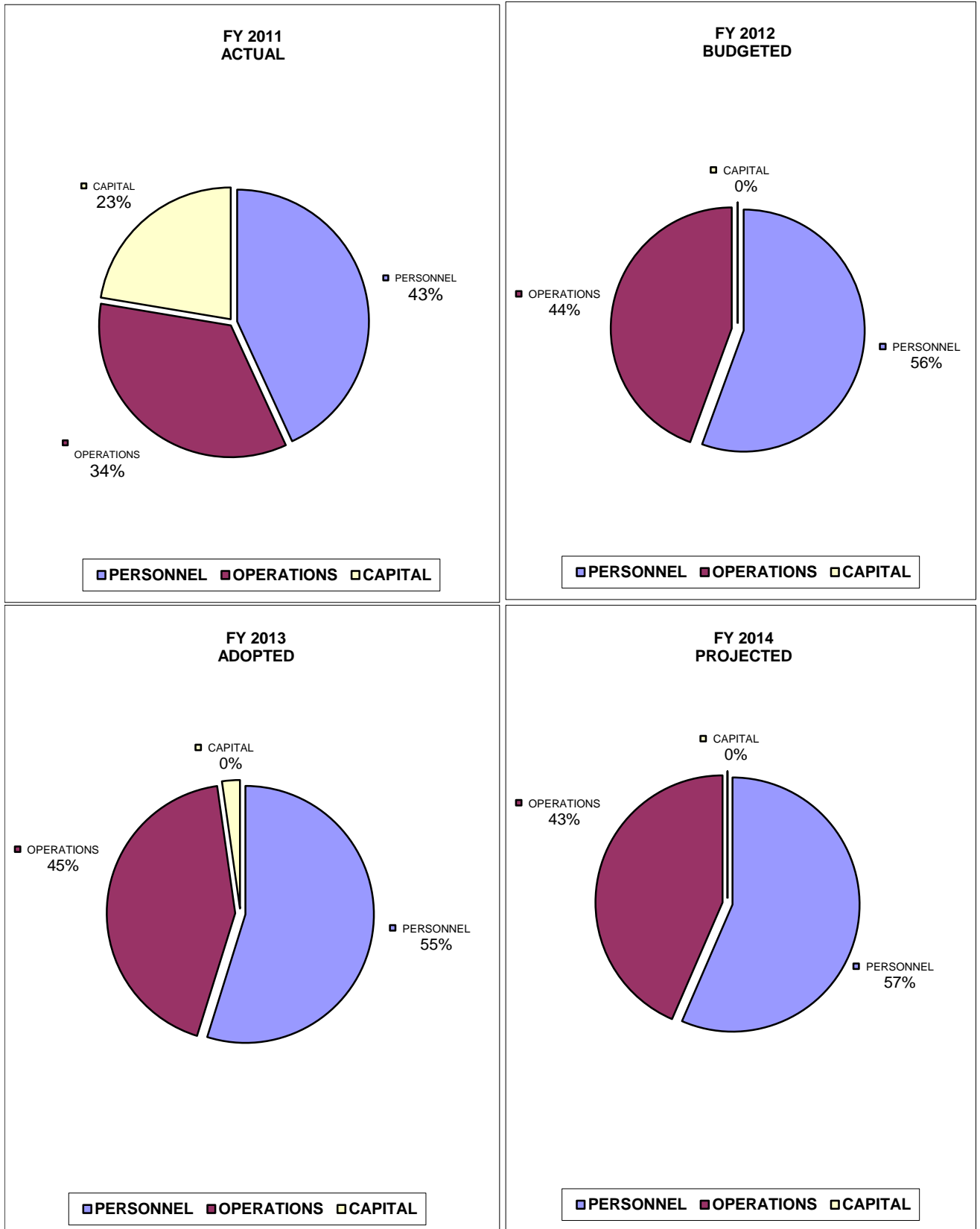
MISSION STATEMENT: Collect, transport, and dispose of all solid waste generated in the City. Collections are on Mondays/Thursdays and Tuesdays/Fridays with each house receiving two collections a week. Wednesdays are used to provide bulky collections once a week except on holidays. Computers are used to route refuse trucks for collecting bulky items, refrigerators and tires. For environmental reasons, tires and refrigerators are taken to a County facility for recycling, and metals are sold for scrap. On Thursdays and Fridays, compost is collected by Public Works personnel and recycled at the County compost facility. Co-mingled materials and paper are collected and recycled via contract on Fridays. Residents can drop off paper at Public Works for recycling five days a week.

PROGRAM GOAL:

1. Improve participation in curbside recycling.

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PUBLIC WORKS - SANITATION



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES - SANITATION

Public Works Department

- 01-3710-45400 Employee Services:** Salaries and accruals paid to public works employees.
- 01-3710-45650 Overtime:** Compensation for overtime.
- 01-3710-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-3710-46500 Health & Life Insurance:** Provides group health and life insurance for employees.
- 01-3710-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3710-48000 Retirement / Pension:** An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - SANITATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3710-45400	Employee Services	\$376,528	\$404,513	\$410,155	\$430,662	1.39%
01-3710-45650	Overtime	1,518	3,500	3,500	3,750	0.00%
01-3710-46300	F.I.C.A.	27,424	31,213	31,645	33,233	1.38%
01-3710-46500	Health & Life Insurance	67,389	95,250	89,050	82,600	-6.51%
01-3710-47000	Worker's Compensation	20,073	34,876	31,772	37,268	-8.90%
01-3710-48000	Retirement / Pension	39,203	52,153	43,591	49,500	-16.42%
Total Personnel Expenses		\$532,135	\$621,505	\$609,712	\$637,013	-1.90%

POSITIONS

Full-Time

Sanitation Supervisor	1	1	1	1
Sanitation Crew Chiefs	3	3	3	3
Refuse Collectors	6	6	6	6
Litter Patrol	1	1	1	1
<u>Total P.W. Sanitation Positions</u>	11	11	11	11

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES - SANITATION

Public Works Department

- 01-3710-50500 Refuse Collection Contract:** Annual cost for refuse collection in multi-family dwelling units, which have a condominium form of ownership under Maryland Law. (Frenchman's Creek and Carrollton Gardens).
- 01-3710-50550 Recycling Contract:** Fees associated with the weekly collection of curbside recyclables for single family homes paid for by user fees.
- 01-3710-51100 Landfill Fees - County:** Disposal of refuse based on actual cost.
- 01-3710-51115 Compost Fees:** Charges assessed by Prince George's County for recycling materials dropped off by City vehicles.
- 01-3710-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair and parts such as tires, batteries and labor for public works sanitation vehicles.
- 01-3710-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for sanitation vehicles.
- 01-3710-52180 Equipment Rental:** Equipment or machines rented to maintain the City's sanitary condition.
- 01-3710-52210 Equipment Maintenance & Repair:** Cost of labor and supplies to repair and maintain the sanitation equipment.
- 01-3710-52570 Sanitation Supplies:** Refuse barrels, recycling bins and other items used for refuse collection.
- 01-3710-53130 Small Tools:** Tools for maintaining City streets, trucks, etc.
- 01-3710-53520 Employee Training:** Funds allocated to educate the Sanitation employees about safety needs.
- 01-3710-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and for pre-employment physicals.
- 01-3710-53570 Uniforms:** Costs of uniform rental and cleaning, rain gear, helmets, shoes, gloves, etc.
- 01-3710-54550 Miscellaneous:** Expenditures that can not be logically classified under other categories.

F.Y. 2013 CURRENT EXPENSE BUDGET**EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION****FUNCTION - PUBLIC WORKS****ACTIVITY - SANITATION**

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-3710-50500	Refuse Collection Contract	\$94,043	\$100,000	\$100,000	\$102,000	0.00%
01-3710-50550	Recycling Contract	39,063	57,000	57,000	58,000	0.00%
01-3710-51100	Landfill Fees - County	205,454	224,500	224,500	229,500	0.00%
01-3710-51115	Compost Fees	10,745	22,500	15,500	16,500	-31.11%
01-3710-52130	Vehicle Operation & Maintenance	31,981	34,000	23,500	26,600	-30.88%
01-3710-52140	Vehicle Gasoline Use	28,494	36,000	37,500	38,500	4.17%
01-3710-52180	Equipment Rental	215	500	500	500	0.00%
01-3710-52210	Equipment Maintenance & Repair	912	1,500	1,000	1,000	-33.33%
01-3710-52570	Sanitation Supplies	7,975	10,000	8,750	8,500	-12.50%
01-3710-53130	Small Tools	231	500	500	500	0.00%
01-3710-53520	Employee Training	0	500	500	500	0.00%
01-3710-53550	Employee Substance Testing & Physicals	1,417	2,500	2,000	2,000	-20.00%
01-3710-53570	Uniforms	4,623	6,200	5,500	5,200	-11.29%
01-3710-54550	Miscellaneous	79	1,000	1,000	1,000	0.00%
Total Operating Expenses		\$425,232	\$496,700	\$477,750	\$490,300	-3.82%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES - SANITATION

Public Works Department

01-3710-57150 Vehicle-Pickup Truck: Purchase of a new four wheel pickup truck.

01-3710-57200 Refuse Truck: Purchase of a new twenty-five cubic yard refuse truck. This truck replaced a 1985 Ford barrel refuse truck. This truck was purchased via the Master Lease Purchase Agreement.

F.Y. 2013 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - SANITATION

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3710-57150	Vehicle-Pickup Truck	\$0	\$0	\$25,000	\$0	100.00%
01-3710-57200	Refuse Truck	275,756	0	0	0	0.00%
Total Capital Expenses		\$275,756	\$0	\$25,000	\$0	100.00%
TOTAL PUBLIC WORKS SANITATION						
		\$1,233,123	\$1,118,205	\$1,112,462	\$1,127,313	-0.51%

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PUBLIC WORKS - PARKS & RECREATION: HORTICULTURAL MANAGEMENT:

MISSION STATEMENT: To maintain the ornamental appearance of the City at a level of excellence that the City has enjoyed for decades. The City has received numerous beautification awards over the years attesting to this accomplishment. In the fall, ornamental beds are tilled and various bulbs are planted which are then over planted with cold tolerant flowers. During the spring, the bulbs are removed and given to City residents. Also, at this time the beds are tilled and planted with annual flowers. During early fall, other flowers may be used if the summer months have proven unkind to the flowers planted. In late fall, the planting cycle starts over.

PROGRAM GOALS:

1. To maintain the ornamental appearance at a level of excellence
2. To continue to strive to win additional beautification awards.

PUBLIC WORKS - PARKS & RECREATION: URBAN FORESTRY MANAGEMENT:

MISSION STATEMENT: To maintain the ornamental value of street trees to sustain the character of the neighborhoods. This is accomplished by planting trees annually, trimming and removing storm damaged trees, and by watering trees recently planted. Trees are trimmed by Public Works personnel under the supervision of a certified arborist. A tree inventory database has been developed where the condition of all trees have been entered. Work schedules are developed through queries. When the opportunity presents itself, Public Works personnel assist in community planting activities, e.g., tree dedications and Arbor Day projects.

PROGRAM GOALS:

1. To obtain a healthy and beautiful urban forest.

PUBLIC WORKS - PARKS & RECREATION: TURF & PARKS MANAGEMENT:

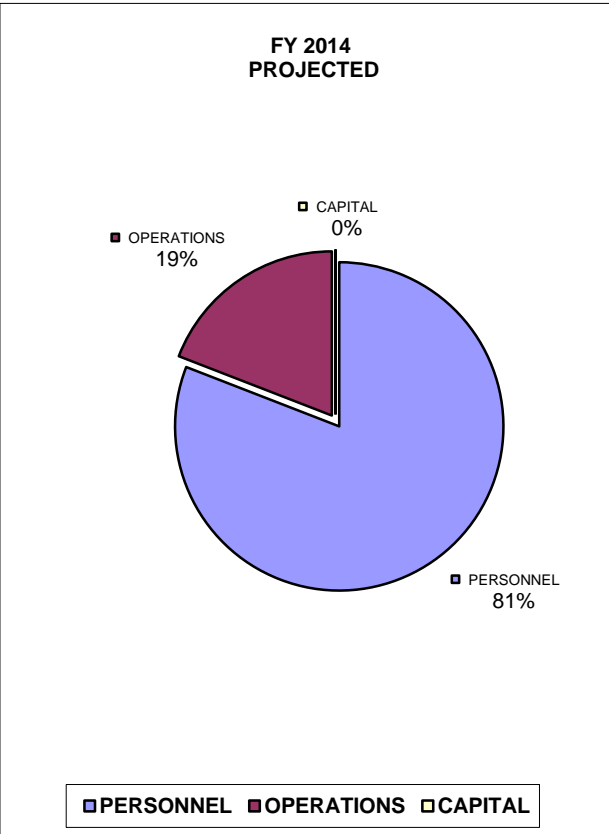
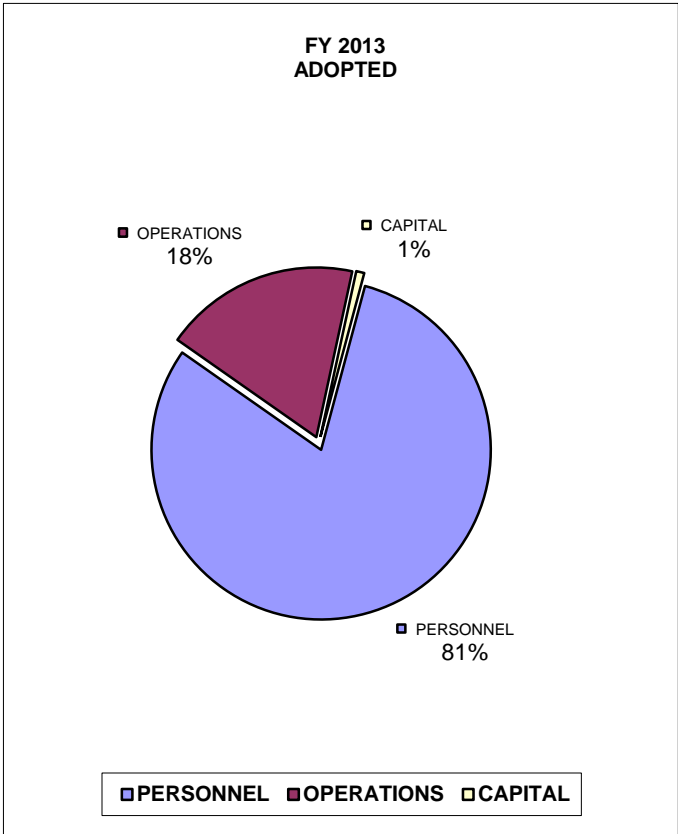
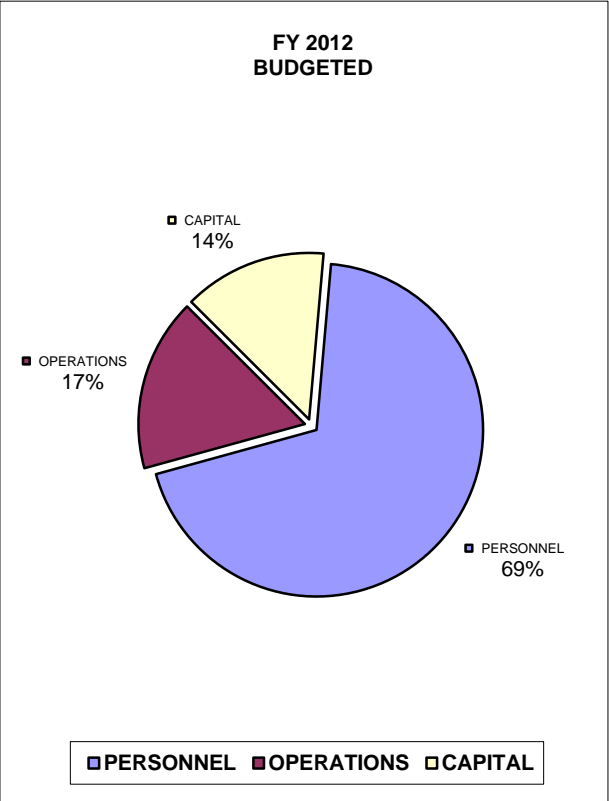
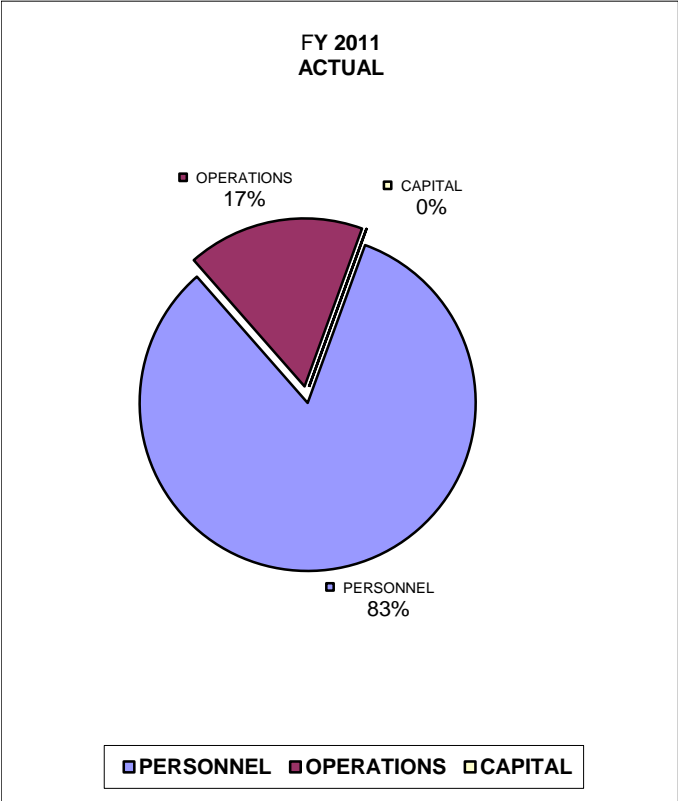
MISSION STATEMENT: The City has forty acres of turf in which five athletic fields and four tot lots are situated. In addition there is a general purpose park and Vita Course. Athletic fields are mowed weekly and the City entrances and the Municipal Center are also mowed weekly. Carrollton Parkway, Powhatan Street, and Westbrook Drive ditch banks and the Bicentennial and Veterans' Parks are mowed every two weeks. During the fall and spring, all turf areas are fertilized and limed. In addition, during the summer, Westbrook Drive, Carrollton Parkway, 85th Avenue, Powhatan Street and part of Lamont Drive are edged. During the winter months soil tests are made at each park and sent to the University of Maryland for analysis. Major repairs to park furniture are usually done during the winter months.

PROGRAM GOALS:

1. Continue to improve the working relationship between field-users and the City.
2. To sustain present maintenance practices.

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PUBLIC WORKS - PARKS & RECREATION



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES - PARKS & RECREATION

Public Works Department

01-3810-45400 Employee Services: Salaries and accruals paid to Parks & Recreation employees.

01-3810-45650 Overtime: Compensation for overtime.

01-3810-46300 F.I.C.A.: Federal Insurance Contribution Act.

01-3810-46500 Health & Life Insurance: Provide group health and life insurance for employees.

01-3810-47000 Worker's Compensation: Provides care for employees injured on the job.

01-3810-48000 Retirement / Pension: An employee benefit.

F.Y. 2013 CURRENT EXPENSE BUDGET**EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION****FUNCTION - PUBLIC WORKS****ACTIVITY - PARKS & RECREATION**

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3810-45400	Employee Services	\$315,347	\$348,335	\$355,525	\$364,413	2.06%
01-3810-45650	Overtime	2,938	2,500	2,500	2,500	0.00%
01-3810-46300	F.I.C.A.	23,499	26,839	27,389	28,069	2.05%
01-3810-46500	Health & Life Insurance	57,595	95,900	77,900	76,500	-18.77%
01-3810-47000	Worker's Compensation	16,817	30,000	27,482	27,437	-8.39%
01-3810-48000	Retirement / Pension	34,882	39,701	32,397	32,645	-18.40%
Total Personnel Expenses		\$451,078	\$543,275	\$523,193	\$531,564	-3.70%

POSITIONS**Full-Time**

Superintendent/Horticulturist	1	1	1	1
Line Clearing Arborist	1	1	1	1
Park Crew Chiefs	2	2	2	2
Park Laborers	5	5	5	5
Tree Laborer	1	1	1	1
Total P.W. Parks & Rec. Positions	10	10	10	10

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES - PARKS & RECREATION

Public Works Department

- 01-3810-51130 Sports Park Contractual:** Costs associated with services to maintain lights, sprinkler systems, and various utilities at sports park.
- 01-3810-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair and parts such as tires, batteries and labor for public works park department vehicles.
- 01-3810-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred by park & recreation vehicles.
- 01-3810-52160 Playground Equipment Maintenance:** Replacement parts, paint, etc. to keep equipment operable and safe.
- 01-3810-52180 Equipment Rental:** Equipment or machines rented to maintain the City's parks condition.
- 01-3810-52210 Operating Equipment Repair & Maintenance:** Cost of any small machines or equipment used in the daily operation of the City, such as lawn mowers.
- 01-3810-53130 Small Tools:** Small tools acquisition including Fall leaf collection rakes.
- 01-3810-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-3810-53570 Uniforms:** Costs of uniform items necessary during the discharge of duties such as shoes, gloves, etc.
- 01-3810-54250 Parks, Fields & Tree Maintenance:** Plants, supplies and materials used on ball fields, parks, playgrounds, curb trees and City owned land.
- 01-3810-54260 Curb Trees:** Replacement of trees that are damaged or dead.
- 01-3810-54270 Community Garden:** The City's Community Garden is part of the City's parks system available to city residents to lease. The City is responsible for maintaining the community garden.
- 01-3810-54310 Recreation - Boys' & Girls' Club:** Funding for gym rental and field maintenance costs.

F.Y. 2013 CURRENT EXPENSE BUDGET**EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION****FUNCTION - PUBLIC WORKS****ACTIVITY - PARKS & RECREATION**

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>OPERATING EXPENSES</u>						
01-3810-51130	Sports Park Contractual	\$2,240	\$5,000	\$3,500	\$3,700	-30.00%
01-3810-52130	Vehicle Operation & Maintenance	13,893	24,500	18,500	19,500	-24.49%
01-3810-52140	Vehicle Gasoline Use	27,964	36,000	37,500	38,500	4.17%
01-3810-52160	Playground Equipment Maintenance	4,532	6,500	5,500	5,200	-15.38%
01-3810-52180	Equipment Rental	300	1,000	1,000	1,000	0.00%
01-3810-52210	Operating Equipment Repair & Maintenance	1,479	1,500	1,500	1,500	0.00%
01-3810-53130	Small Tools	640	1,800	1,000	1,200	-44.44%
01-3810-53550	Employee Substance Testing & Physicals	1,135	1,500	1,500	1,500	0.00%
01-3810-53570	Uniforms	3,711	5,500	4,750	6,500	-13.64%
01-3810-54250	Parks, Fields & Tree Maintenance	28,255	28,000	28,000	28,500	0.00%
01-3810-54260	Curb Trees	1,748	2,500	2,500	2,500	0.00%
01-3810-54270	Community Garden	6,598	10,000	8,500	8,500	-15.00%
01-3810-54310	Recreation - Boys' & Girls' Club	0	7,500	7,500	7,500	0.00%
Total Operating Expenses		\$92,495	\$131,300	\$121,250	\$125,600	-7.65%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES - PARKS & RECREATION

Public Works Department

- 01-3810-57100 Vehicles:** Purchase of a new vehicle.
- 01-3810-58350 Fence:** To replace park fence.
- 01-3810-58360 Scoreboard - Beckett Field:** Purchase of scoreboard for Beckett Field.
- 01-3810-58370 Beckett Field Irrigation & Lights:** To purchase and install irrigation equipment and lights in Beckett Field.
- 01-3810-58390 Frenchman Creek Playground:** New playground equipment installed with a community grant.
- 01-3810-58400 Recreation Building Design:** Engineering fees for the design of parks recreation building.

F.Y. 2013 CURRENT EXPENSE BUDGET**EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION****FUNCTION - PUBLIC WORKS****ACTIVITY - PARKS & RECREATION**

ACCOUNT NUMBER	DESCRIPTION	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED	FY 2013 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3810-57100	Vehicles	\$0	\$30,000	\$0	\$0	-100.00%
01-3810-57380	Mowers	0	0	5,000	0	100.00%
01-3810-58350	Fence	0	0	0	0	0.00%
01-3810-58360	Scoreboard - Beckett Field	0	0	0	0	0.00%
01-3810-58370	Beckett Field Irrigation & Lights	0	0	0	0	0.00%
01-3810-58390	Frenchman Creek Playground	0	79,000	0	0	-100.00%
01-3810-58400	Recreation Building Design	0	0	0	0	0.00%
Total Capital Expenses		\$0	\$109,000	\$5,000	\$0	-95.41%
TOTAL PUBLIC WORKS PARKS & RECREATION		\$543,573	\$783,575	\$649,443	\$657,164	-17.12%
TOTAL PUBLIC WORKS		\$2,653,947	\$4,970,403	\$3,014,457	\$3,121,245	-39.35%
TOTAL EXPENDITURE		\$6,339,940	\$9,556,279	\$7,230,030	\$7,318,601	-24.34%
OTHER EXPENSES		\$425,661	\$1,141,123	\$810,939	\$976,146	-28.94%
TOTAL GOVERNMENT EXPENDITURE		\$6,765,601	\$10,697,402	\$8,040,969	\$8,294,747	-24.83%

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ORDINANCE:

TO ADOPT

THE BUDGET

To make this document legal and binding, it must be voted on and approved by the City Council in ordinance form. The ordinance by which this is accomplished is contained herein.



ORDINANCE NO. 13-01

To determine the funds required to carry out the operating program and to provide for capital improvements of the City of New Carrollton, Maryland, for the twelve month period beginning July 1, 2012 and ending June 30, 2013; to estimate the revenues to be received during the period from sources other than from local taxes; to establish the tax rate to be levied upon the taxable property within the City; to fund the balance of the operating and capital requirements; and to appropriate the funds necessary to carry out these programs effectively and to service the outstanding debts of the City.

BE IT ENACTED AND ORDAINED by the City Council of New Carrollton, Maryland that the following ordinance shall be enacted and entitled as Chapter CE-13 of the New Carrollton City Ordinances under the heading of " Current Expense Budget for the City of New Carrollton, Maryland for Fiscal Year 2013."

Section 1. Definitions. For the purposes of this ordinance, the following terms shall apply:

- a. Line Item Account - The classification of expenditure according to a description of the article to be purchased or the service to be obtained.
- b. Program Classification Account - The distribution of the expenditure for each line item account to one or more of the following functional categories:
 - (1) Mayor and Council (2) General Government Administration
 - (3) Financial Administration (4) Public Health Code Enforcement
 - (5) Public Safety Police Administration
 - (6) Public Safety Speed Cameras (7) Public Safety Police Patrol
 - (8) Public Safety Parking & Animal Control Enforcement (9) Public Works Administration
 - (10) Public Works Highways (11) Public Works Sanitation (12) Public Works Parks & Recreation
 - (13) Other

Section 2. That from and out of the monies and balances known to be in the General Fund of the City of New Carrollton, Maryland, and from all monies anticipated to come into said fund during the twelve month period ending June 30, 2013, there shall be and hereby are appropriated to the several line item accounts the sums listed as proposed expenditures on pages 20 -146 of the F.Y. 2013 budget document, entitled "F.Y. 2013 Current Expense Budget - Expenditures by Object and Program Classification." In no case shall actual expenditures exceed the amount appropriated to an item account. However, actual expenditures may exceed the amount designated for a program classification account included within a line item account by a maximum of fifteen percent (15%), but only in those cases where the total appropriation for the line item account has been distributed to more than one program classification account within the same line item account. In the expenditure of said appropriations, the Mayor shall be guided by the narrative explanation of expenditure accounts of the F.Y. 2013 budget document, which are hereby attached to and specifically made a part of the ordinance.

Section 3. Estimated property and non-property tax revenues, and reserve, and the revenue requirement from all taxes provided for herein for the twelve month period ending June 30, 2013, shall be and hereby are established as set forth on pages 9-18 of the F.Y. 2013 budget

document, which shall be attached to and specifically made a part of this ordinance.

ORDINANCE NO. 13-01

Section 4. A tax of \$0.50 per \$100.00 of full value assessments shall be levied upon all taxable real properties within the City to provide a portion of the balance of the revenues required during Fiscal Year 2013 to meet the total amount of appropriated expenditures as established by Section 2 of this ordinance.

Section 5. A tax of \$1.00 per \$100.00 of full value assessments shall be levied upon all franchises, upon all taxable operating and personal property of public utilities and railroads within the City, and upon all tangible personal property within the corporate limits of the City or personal property which may have a situs in the City by reason of the residence of the owner therein and which is subject to taxation for municipal purposes which shall include shares of domestic corporations, stocks in business of manufacturing or commercial business, inventory, manufacturing property and automobile inventory. The assessed valuation for the tangible personal property, including inventory, referenced herein, shall be as determined by the Maryland State Department of Assessments & Taxation in its normal course of assessments. Taxes levied herein shall provide a portion of the balance of the revenues required during Fiscal Year 2013 to meet the total amount of appropriated expenditures as established by section 2 of this ordinance.

Section 6. A Special Public Safety ad-valorem tax of \$.15 per \$100.00 of full value real property assessment and \$.15 per \$100.00 of tangible personal property assessment shall be levied upon all business and apartments real and personal properties except home occupations and daycare centers. Taxes levied herein shall provide a portion of the appropriated expenditures to enhance public safety within the special taxing district.

Section 7. A Trash Removal Service Fee of \$100.00 per annum for single-family households and \$50.00 per annum for condominiums has been imposed to help offset the rising cost of twice-weekly trash removal within the city. Also, a Recycling Service Fee of \$19.00 per annum for all single-family households has been imposed to help the rising cost of weekly removal of recycling materials within the city.

Section 8. Any transfer of funds between appropriations or other changes to the budget shall be done by amendment to the ordinance in public session of the City Council of the City of New Carrollton and shall require a super majority vote of the full Council for passage.

Section 9. All revenues over profits discovered as a result of the annual audit of the FY 2011 financial statements will be used to increase the City's fund balance, or will be designated for use by the City Council.

Section 10. The executive shall consult with the City Council regarding applications for County, State, and Federal grants, which may be applied for during Fiscal Year 2013, and the executive shall review all grant programs, which are specified herein, with the City Council. No grant application will be formally submitted to the County, State, or Federal government without the expressed approval of the City Council.

Section 11. When determined by the executive that funds appropriated by the City Council cannot be expended during the fiscal year ending June 30, 2013, because of unusual conditions or circumstances, the executive shall notify the City Council of the reasons giving rise to this determination. After this disclosure to the City Council, the Council at its discretion may issue policy guidance, which shall be binding on the executive.

ORDINANCE NO. 13-01

Section 12. If any section or part of a section of this ordinance is determined to be invalid, such invalidity shall not affect the remainder of said section or the remainder of this ordinance.

APPROVED, ADOPTED, AND ENACTED ON THIS 20th DAY
OF June, 2012.

Duane H. Rosenberg
Chairman, City Council

Date: _____

ATTEST:

APPROVED:

Tonya F. Evans
City Clerk

Andrew C. Hanko
Mayor

Date: _____

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**GENERAL:
STATISTICAL & SUPPORT
INFORMATION**

Appendixes **A** thru **F** contain statistical information with graphs depicting various trends over a ten year-period.

Appendix **G** provides expenditure information into FY 2011.

Appendix **H** provides tax rates adopted by the other County Municipalities for FY 2011.

APPENDIX A - EXPENDITURES BY FUNCTION FOR THE LAST TEN YEARS

APPENDIX B - REVENUES BY SOURCE FOR THE LAST TEN YEARS

APPENDIX C - ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY FOR THE LAST TEN YEARS

APPENDIX D - PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENT FOR LAST TEN YEARS

APPENDIX E - COST PER SINGLE FAMILY HOME FOR CITY SERVICES FOR LAST TEN YEARS

APPENDIX F - COST PER CAPITA FOR CITY SERVICES FOR LAST TEN YEARS

APPENDIX G - EXPENDITURES BY CATEGORY FY 2008 THRU 2011

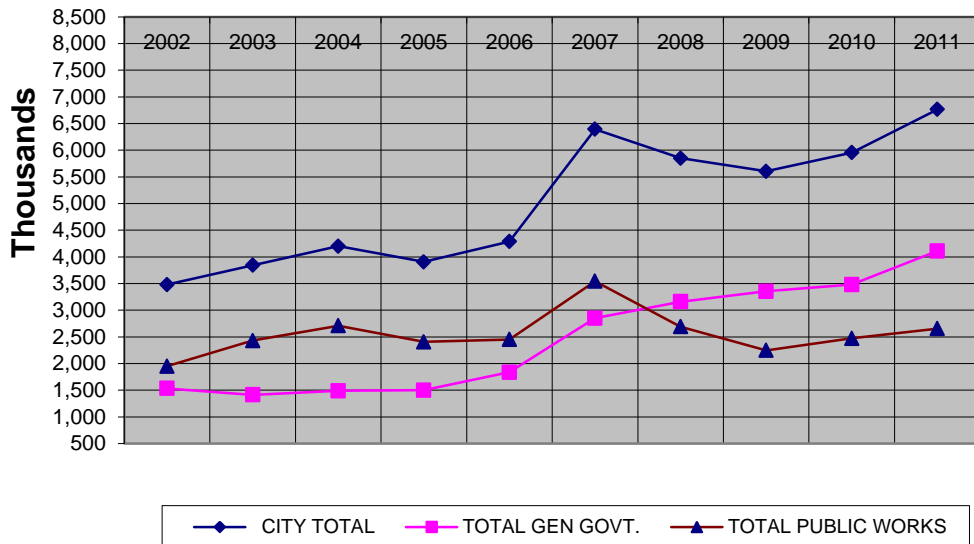
APPENDIX H - CURRENT REAL PROPERTY TAX RATES FOR MUNICIPALITIES IN PRINCE GEORGES COUNTY

CITY OF NEW CARROLLTON, MARYLAND

GENERAL FUND GENERAL GOVERNMENT EXPENDITURES BY FUNCTION LAST TEN FISCAL YEARS

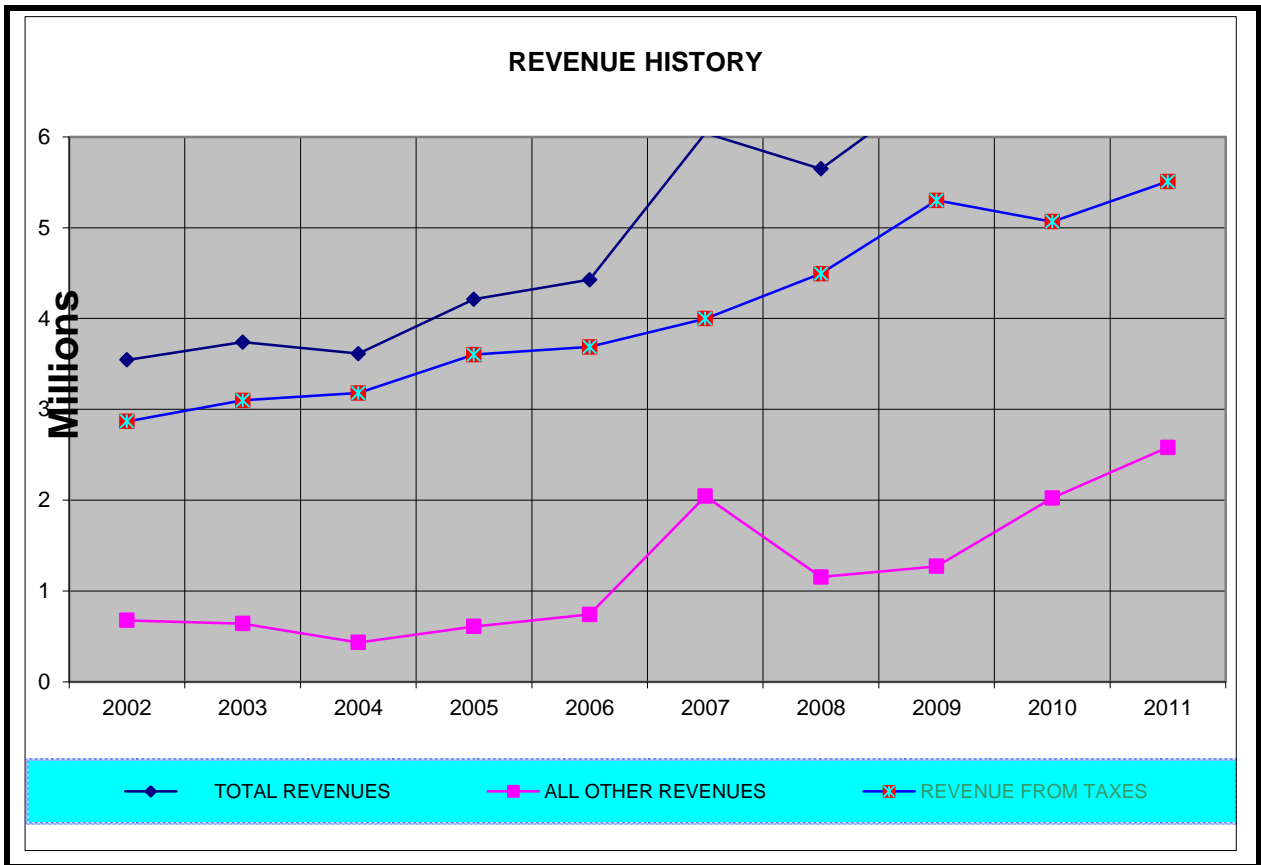
FISCAL YEAR	PUBLIC WORKS ADMN.	HIGH WAYS	SANITA TION	PARKS & RECR.	TOTAL PUBLIC WORKS	GENERAL GOVERNMENT	PUBLIC HEALTH CODE	PUBLIC SAFETY ENF. POLICE	WEIN FUND	DEBT SERVICE	TOTAL GEN GOVT.	CITY TOTAL
2002	397,614	441,994	735,710	374,281	1,949,599	847,275	513,961	0	4,000	166,718	1,531,954	3,481,553
2003	385,149	838,577	784,093	421,136	2,428,955	723,579	530,552	0	4,000	155,997	1,414,128	3,843,083
2004	408,525	883,110	929,461	489,704	2,710,800	887,675	441,499	0	4,000	155,610	1,488,784	4,199,584
2005	454,346	576,717	822,693	551,232	2,404,988	739,685	589,299	0	4,000	167,801	1,500,785	3,905,773
2006	519,863	541,045	856,134	534,057	2,451,099	987,121	288,796	320,984	4,000	235,541	1,836,442	4,287,541
2007	494,787	1,631,938	898,678	517,448	3,542,851	1,144,988	344,321	1,063,486	4,000	294,587	2,851,382	6,394,233
2008	661,146	533,728	999,670	495,607	2,690,151	1,184,113	343,358	1,253,475	5,000	373,430	3,159,376	5,849,527
2009	419,104	452,021	866,299	511,344	2,248,768	1,266,977	385,779	1,311,350	3,000	388,673	3,355,779	5,604,547
2010	422,925	607,968	894,595	547,397	2,472,885	1,208,177	406,675	1,463,257	4,000	399,621	3,481,730	5,954,615
2011	468,079	409,173	1,233,123	543,569	2,653,944	1,361,955	366,084	1,957,957	2,000	423,661	4,111,657	6,765,601

EXPENDITURE HISTORY BY DEPT.



**CITY OF NEW CARROLLTON, MARYLAND
GENERAL FUND
GENERAL GOVERNMENT REVENUES BY SOURCES
LAST TEN FISCAL YEARS**

FISCAL YEAR	REVENUE FROM TAXES	LICENSES AND PERMITS	LOAN PROCEEDS	INTER GOVT	INTEREST AND DIVIDENDS	OTHER REVNUES	TOTAL OTHER REVENUES	TOTAL REVENUES
2002	2,867,686	20,096		253,480	37,191	365,635	676,402	3,544,088
2003	3,098,757	14,326		175,035	22,800	428,922	641,083	3,739,840
2004	3,179,591	15,002		123,212	9,882	285,196	433,292	3,612,883
2005	3,601,819	198,101		101,147	25,096	285,196	609,540	4,211,359
2006	3,686,490	180,398	122,000	66,129	66,271	306,203	741,001	4,427,491
2007	3,999,419	495,001	564,234	259,786	109,399	614,420	2,042,840	6,042,259
2008	4,494,435	160,198	0	192,730	83,841	716,774	1,153,543	5,647,978
2009	5,301,025	165,567	200,000	82,985	38,074	785,309	1,271,935	6,572,960
2010	5,066,353	187,186	175,000	247,616	8,330	1,406,215	2,024,347	7,090,700
2011	5,508,728	338,940	325,000	254,575	8,216	1,654,862	2,581,593	8,090,321



APPENDIX B

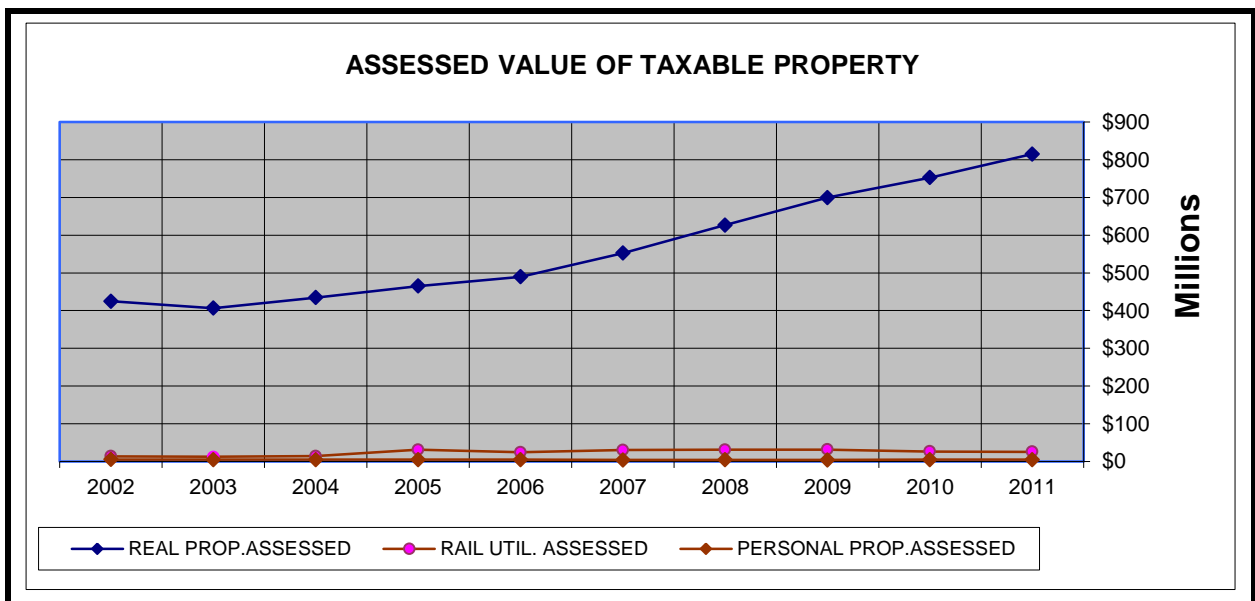
**CITY OF NEW CARROLLTON, MARYLAND
ASESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
LAST TEN FISCAL YEARS**

FISCAL YEAR	REAL PROPERTY		PERSONAL PROPERTY		RAILROADS & PUBLIC UTILITY PROPERTIES		TOTALS	
	ASESSED	ESTIMATED	ASESSED	ESTIMATED	ASESSED	ESTIMATED	ASESSED	ESTIMATED
	VALUE	RETAIL VALUE	VALUE	RETAIL VALUE	VALUE	VALUE	VALUE	RETAIL VALUE
2002	\$424,747,708	\$424,747,718	\$13,614,149	\$27,228,198	\$5,076,170	\$10,152,340	\$443,438,027	\$462,128,256
2003	\$406,425,750	\$406,425,750	\$12,389,149	\$24,778,298	\$4,829,255	\$9,658,510	\$423,644,154	\$440,862,558
2004	\$434,515,644	\$434,515,644	\$14,075,290	\$28,150,580	\$4,792,800	\$9,585,600	\$453,383,734	\$472,251,824
2005	\$464,943,333	\$464,943,333	\$31,150,212	\$62,300,424	\$4,720,957	\$9,441,914	\$500,814,502	\$536,685,671
2006	\$489,790,250	\$489,790,250	\$24,495,090	\$48,990,180	\$4,688,730	\$9,377,460	\$518,974,070	\$548,157,890
2007	\$552,380,358	\$552,380,358	\$30,108,723	\$60,217,446	\$4,162,872	\$8,325,744	\$586,651,953	\$620,923,548
2008	\$626,637,556	\$626,637,556	\$31,067,660	\$62,135,319	\$4,469,362	\$8,938,723	\$662,174,578	\$697,711,598
2009	\$699,764,200	\$699,764,200	\$31,472,000	\$62,944,000	\$4,137,700	\$8,275,400	\$735,373,900	\$770,983,600
2010	\$752,818,800	\$752,818,800	\$26,298,410	\$52,596,820	\$4,928,180	\$9,856,360	\$784,045,390	\$815,271,980
2011	\$815,192,400	\$815,192,400	\$25,449,900	\$50,899,800	\$4,973,950	\$9,947,900	\$845,616,250	\$876,040,100

SOURCE - PRINCE GEORGE'S COUNTY ASSESSMENTS OFFICE

NOTES - Property owned by the City, other governments, churches and schools is exempt, and no estimated value is included.

- the City began taxing business personal property of corporations during the fiscal year 1989.

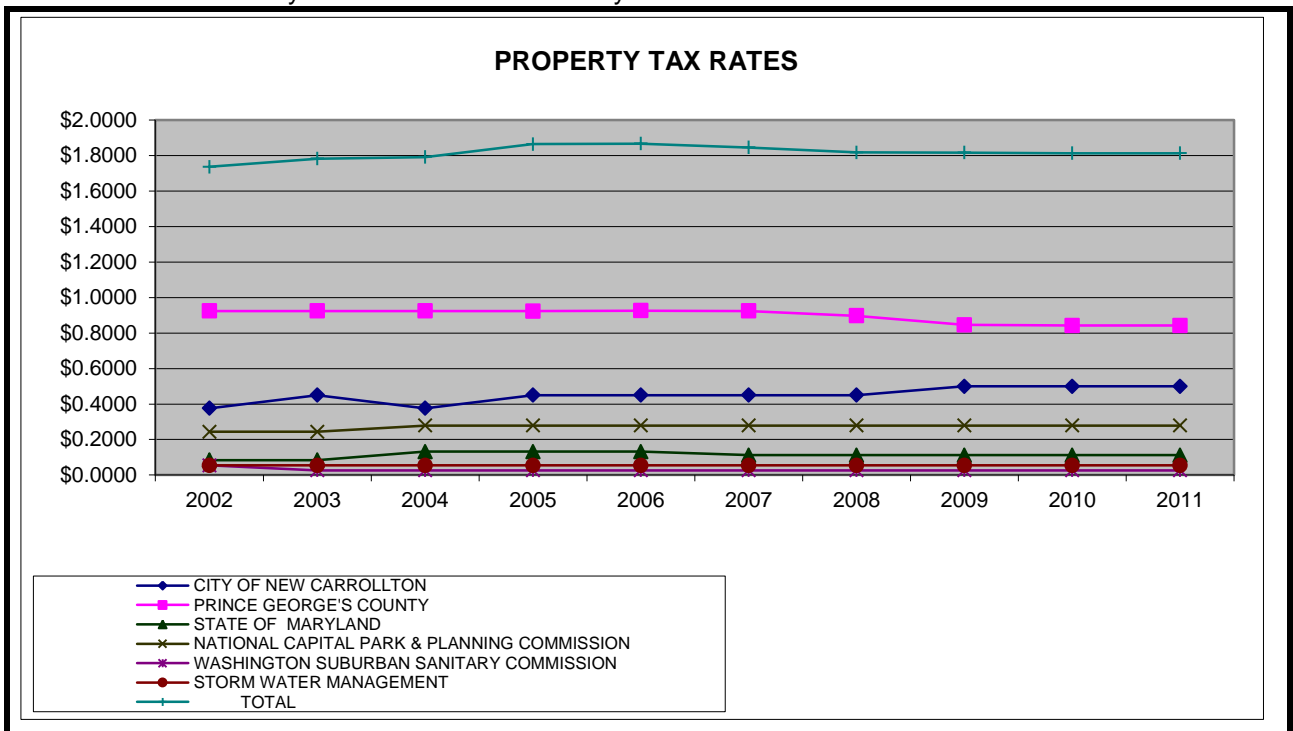


APPENDIX C

**CITY OF NEW CARROLLTON, MARYLAND
PROPERTY TAX RATES
DIRECT & OVERLAPING GOVERNMENTS
(PER \$100 OF ASSESSED VALUE)
LAST TEN FISCAL YEARS**

FISCAL YEAR	CITY OF NEW CARROLLTON	PRINCE GEORGE'S COUNTY	STATE OF MARYLAND	MARYLAND NATIONAL CAPITAL PARK & PLANNING COMMISSION	WASHINGTON SUBURBAN SANITARY COMMISSION	STORM WATER MANAGEMENT	TOTAL
2002	\$0.3760	\$0.9246	\$0.0840	\$0.2440	\$0.0540	\$0.0540	\$1.7366
2003	\$0.4500	\$0.9246	\$0.0840	\$0.2440	\$0.0260	\$0.0540	\$1.7826
2004	\$0.3760	\$0.9246	\$0.1320	\$0.2790	\$0.0260	\$0.0540	\$1.7916
2005	\$0.4500	\$0.9237	\$0.1320	\$0.2790	\$0.0260	\$0.0540	\$1.8647
2006	\$0.4500	\$0.9261	\$0.1320	\$0.2790	\$0.0260	\$0.0540	\$1.8671
2007	\$0.4500	\$0.9245	\$0.1120	\$0.2790	\$0.0260	\$0.0540	\$1.8455
2008	\$0.4500	\$0.8970	\$0.1120	\$0.2790	\$0.0260	\$0.0540	\$1.8180
2009	\$0.5000	\$0.8460	\$0.1120	\$0.2790	\$0.0260	\$0.0540	\$1.8170
2010	\$0.5000	\$0.8420	\$0.1120	\$0.2790	\$0.0260	\$0.0540	\$1.8130
2011	\$0.5000	\$0.8420	\$0.1120	\$0.2790	\$0.0260	\$0.0540	\$1.8130

SOURCE: Prince George's County Department of Finance for Prince George's County, State of Maryland.
Maryland-National Capital Parks & Planning Commission, Washington Suburban Sanitary
Commission. City of New Carrollton from City records.



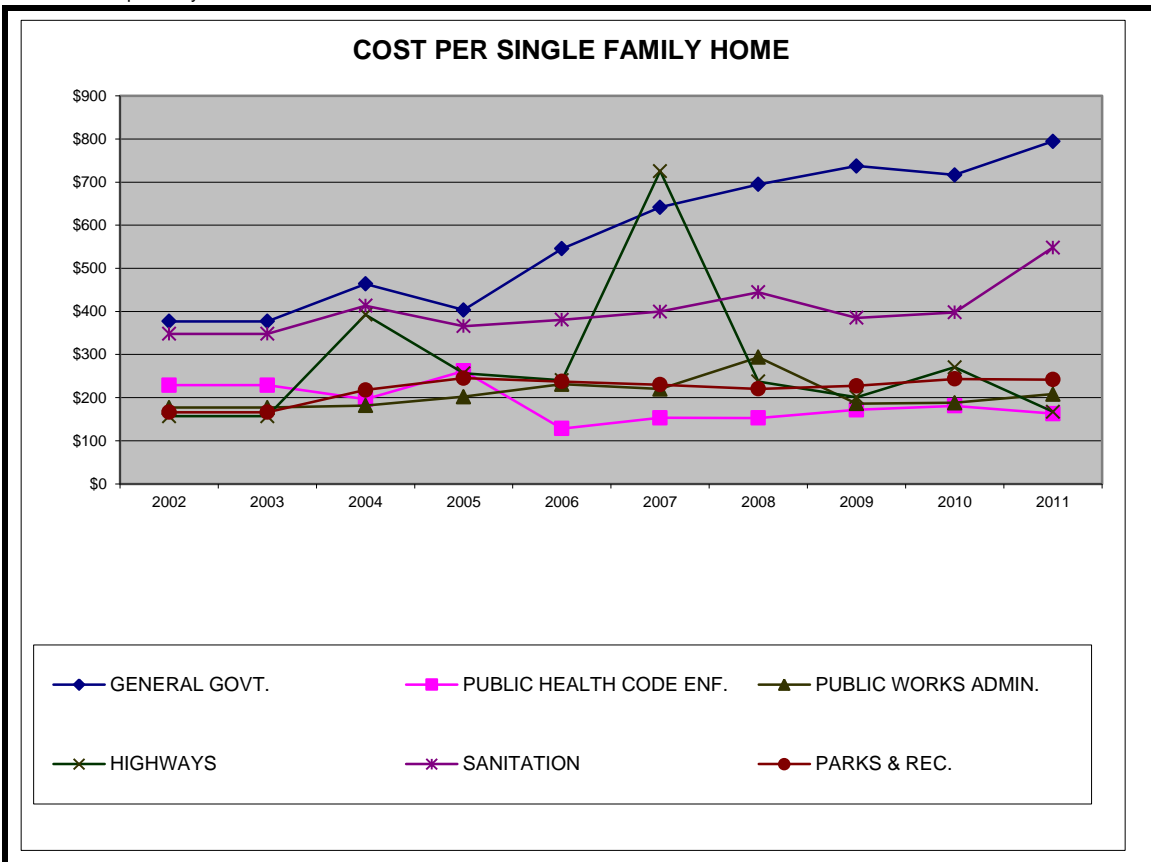
APPENDIX D

**CITY OF NEW CARROLLTON, MARYLAND
COST PER SINGLE FAMILY HOME
LAST TEN FISCAL YEARS**

FISCAL YEAR	GENERAL GOVT.	PUBLIC HEALTH CODE ENF.	PULIC SAFETY POLICE	GENERAL GOVT. TOTAL	PUBLIC WORKS ADMIN.	HIGHWAYS	SANITATION	PARKS & REC.	PUBLIC WORKS TOTAL	COST PER SINGLE HOME
2002	\$377	\$229		\$606	\$177	\$157	\$348	\$166	\$848	\$1,454
2003	\$377	\$229		\$606	\$177	\$157	\$348	\$166	\$848	\$1,454
2004	\$464	\$196		\$660	\$182	\$393	\$413	\$218	\$1,205	\$1,866
2005	\$404	\$262		\$666	\$202	\$256	\$366	\$245	\$1,069	\$1,735
2006	\$545	\$128	\$143	\$674	\$231	\$241	\$381	\$237	\$1,090	\$1,764
2007	\$642	\$153	\$473	\$795	\$220	\$726	\$400	\$230	\$1,575	\$2,370
2008	\$695	\$153	\$557	\$1,405	\$294	\$237	\$444	\$220	\$1,196	\$2,601
2009	\$738	\$172	\$583	\$1,492	\$186	\$201	\$385	\$227	\$1,000	\$2,492
2010	\$717	\$181	\$651	\$1,548	\$188	\$270	\$398	\$243	\$1,100	\$2,648
2011	\$795	\$163	\$871	\$1,828	\$208	\$167	\$548	\$242	\$1,165	\$2,993

NOTES: Condominium container cost has been excluded from the Sanitation cost.

Number of single family homes were taken from the Comprehensive Annual Financial Report to compute cost for each respective year.



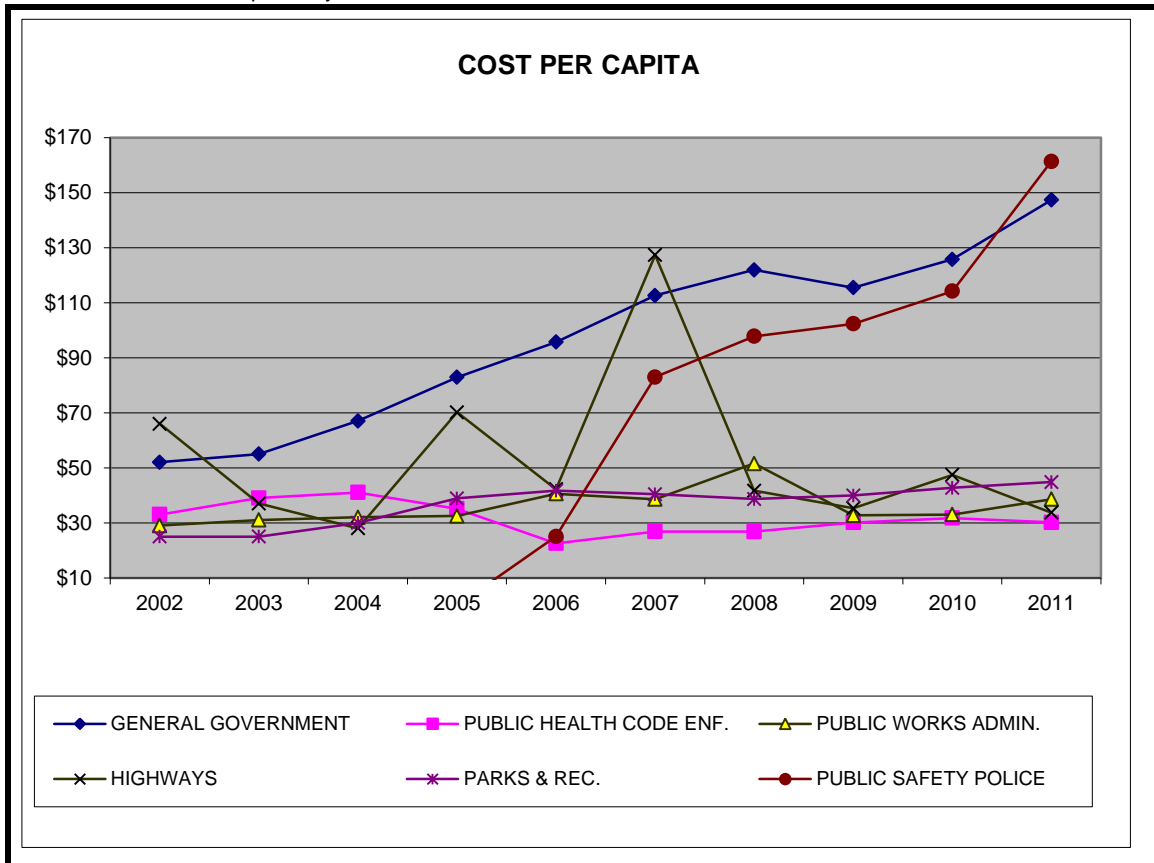
CONDO REFUSE COLLECTION COST EXCLUDED.

APPENDIX E

**CITY OF NEW CARROLLTON, MARYLAND
COST PER CAPITA
LAST TEN FISCAL YEARS**

FISCAL YEAR	GENERAL GOVERNMENT	PUBLIC HEALTH CODE ENF.	PUBLIC SAFETY POLICE	GENERAL GOVERN. TOTAL	PUBLIC WORKS ADMIN.	HIGHWAYS	SANITATION	PARKS & REC.	PUBLIC WORKS TOTAL	TOTAL COST PER CAPITA
2002	52	33	0	\$85	29	66	52	25	\$172	\$257
2003	55	39	0	94	31	37	55	25	148	242
2004	67	41	0	108	32	28	58	30	148	256
2005	83	35	0	118	32	70	74	39	215	333
2006	96	23	25	118	41	42	67	42	191	309
2007	113	27	83	139	39	127	70	40	276	416
2008	122	27	98	251	52	42	78	39	210	461
2009	115	30	102	248	33	35	68	40	175	423
2010	126	32	114	272	33	47	70	43	193	465
2011	147	30	161	339	39	34	102	45	219	558

NOTES: Per capita numbers used in the calculation were taken from the Comprehensive Annual Financial Report to compute cost for each respective year.



APPENDIX F

FY 2013

**CITY OF NEW CARROLLTON, MARYLAND
EXPENDITURES BY CATEGORY**

CATEGORY	FY 2011 ACTUAL	FY 2012 BUDGETED	FY 2013 ADOPTED	FY 2014 PROJECTED
<u>GENERAL GOVERNMENT</u>				
<u>Mayor & Council</u>				
Personnel	\$37,521	\$38,529	\$38,061	\$38,062
Operations	\$23,795	\$23,500	\$26,470	\$26,000
Capital	\$0	\$0	\$0	\$0
Sub-Total	\$61,316	\$62,029	\$64,531	\$64,062
<u>G.G.Administration</u>				
Personnel	\$567,901	\$570,667	\$609,867	\$643,866
Operations	\$469,223	\$513,450	\$427,329	\$431,650
Capital	\$92,456	\$335,200	\$98,000	\$104,500
Sub-Total	\$1,129,580	\$1,419,317	\$1,135,196	\$1,180,016
<u>Finance & Accounting</u>				
Personnel	\$136,158	\$158,413	\$160,993	\$163,448
Operations	\$32,419	\$43,000	\$42,000	\$45,900
Capital	\$2,484	\$9,000	\$6,500	\$10,000
Sub-Total	\$171,061	\$210,413	\$209,493	\$219,348
<u>P.H.Code Enforcement</u>				
Personnel	\$295,417	\$381,291	\$383,840	\$404,395
Operations	\$68,765	\$96,900	\$90,670	\$89,700
Capital	\$1,903	\$2,500	\$21,000	\$0
Sub-Total	\$366,085	\$480,691	\$495,510	\$494,095
TOTAL GENERAL GOVERNMENT	\$1,728,042	\$2,172,450	\$1,904,730	\$1,957,522
<u>PUBLIC SAFETY</u>				
<u>Police Administration</u>				
Personnel	\$231,061	\$295,582	\$323,581	\$341,591
Operations	\$63,887	\$98,650	\$89,150	\$92,050
Capital	\$540	\$0	\$5,000	\$0
Sub-Total	\$295,488	\$394,232	\$417,731	\$433,641

(continued)

APPENDIX G

**CITY OF NEW CARROLLTON, MARYLAND
EXPENDITURES BY CATEGORY**

<u>Police Special Operation</u>				
Personnel	\$344,020	\$372,170	\$357,229	\$383,519
Operations	\$77,161	\$126,550	\$116,500	\$110,450
Capital	\$194,746	\$200,000	\$127,000	\$0
Sub-Total	\$615,927	\$698,720	\$600,729	\$493,969
<u>Police Patrol Service</u>				
Personnel	\$735,574	\$927,286	\$931,926	\$950,053
Operations	\$110,398	\$136,250	\$124,050	\$124,900
Capital	\$50,274	\$54,000	\$0	\$0
Sub-Total	\$896,246	\$1,117,536	\$1,055,976	\$1,074,953
<u>Police Parking & Animal Control Enforcement</u>				
Personnel	\$93,790	\$165,438	\$200,907	\$201,122
Operations	\$24,465	\$35,000	\$33,000	\$36,150
Capital	\$32,035	\$2,500	\$2,500	\$0
Sub-Total	\$150,290	\$202,938	\$236,407	\$237,272
TOTAL PUBLIC SAFETY	\$1,957,951	\$2,413,426	\$2,310,843	\$2,239,835
<u>PUBLIC WORKS</u>				
<u>P.W. Administration</u>				
Personnel	\$361,373	\$456,371	\$433,322	\$455,868
Operations	\$106,705	\$134,100	\$159,800	\$171,000
Capital	\$0	\$6,000	\$0	\$0
Sub-Total	\$468,078	\$596,471	\$593,122	\$626,868
<u>P.W. Highways</u>				
Personnel	\$216,508	\$303,752	\$286,029	\$294,976
Operations	\$192,665	\$243,400	\$226,400	\$241,200
Capital	\$0	\$1,925,000	\$147,000	\$173,724
Sub-Total	\$409,173	\$2,472,152	\$659,429	\$709,900
<u>P.W. Sanitation</u>				
Personnel	\$532,135	\$621,505	\$609,712	\$637,013
Operations	\$425,232	\$496,700	\$477,750	\$490,300
Capital	\$275,756	\$0	\$25,000	\$0
Sub-Total	\$1,233,123	\$1,118,205	\$1,112,462	\$1,127,313

(continued)

APPENDIX G

**CITY OF NEW CARROLLTON, MARYLAND
EXPENDITURES BY CATEGORY**

<u>P.W. Parks & Recreation</u>				
Personnel	\$451,078	\$543,275	\$523,193	\$531,564
Operations	\$92,495	\$131,300	\$121,250	\$125,600
Capital	\$0	\$109,000	\$5,000	\$0
Sub-Total	<u>\$543,573</u>	<u>\$783,575</u>	<u>\$649,443</u>	<u>\$657,164</u>
TOTAL PUBLIC WORKS	<u>\$2,653,947</u>	<u>\$4,970,403</u>	<u>\$3,014,457</u>	<u>\$3,121,245</u>
<u>Other Expenditures</u>				
TOTAL MISCELLANEOUS	<u>\$425,661</u>	<u>\$1,141,123</u>	<u>\$810,939</u>	<u>\$976,146</u>
TOTAL EXPENDITURES	<u>\$6,765,601</u>	<u>\$10,697,402</u>	<u>\$8,040,969</u>	<u>\$8,294,747</u>

APPENDIX G

CURRENT REAL PROPERTY TAX RATES OF
MUNICIPALITIES IN PRINCE GEORGE'S COUNTY
(FOR THE TAXABLE YEAR ENDING JUNE 30, 2012)
COST PER \$100 OF ASSESSED VALUE (ALPHA ORDER)

Municipal property taxes in Prince George's County range from \$0.24 to \$0.800 per \$100 of assessed valuation. The City of New Carrollton's tax rate is sixteenth out of twenty-seven County municipalities. The average rate \$0.502

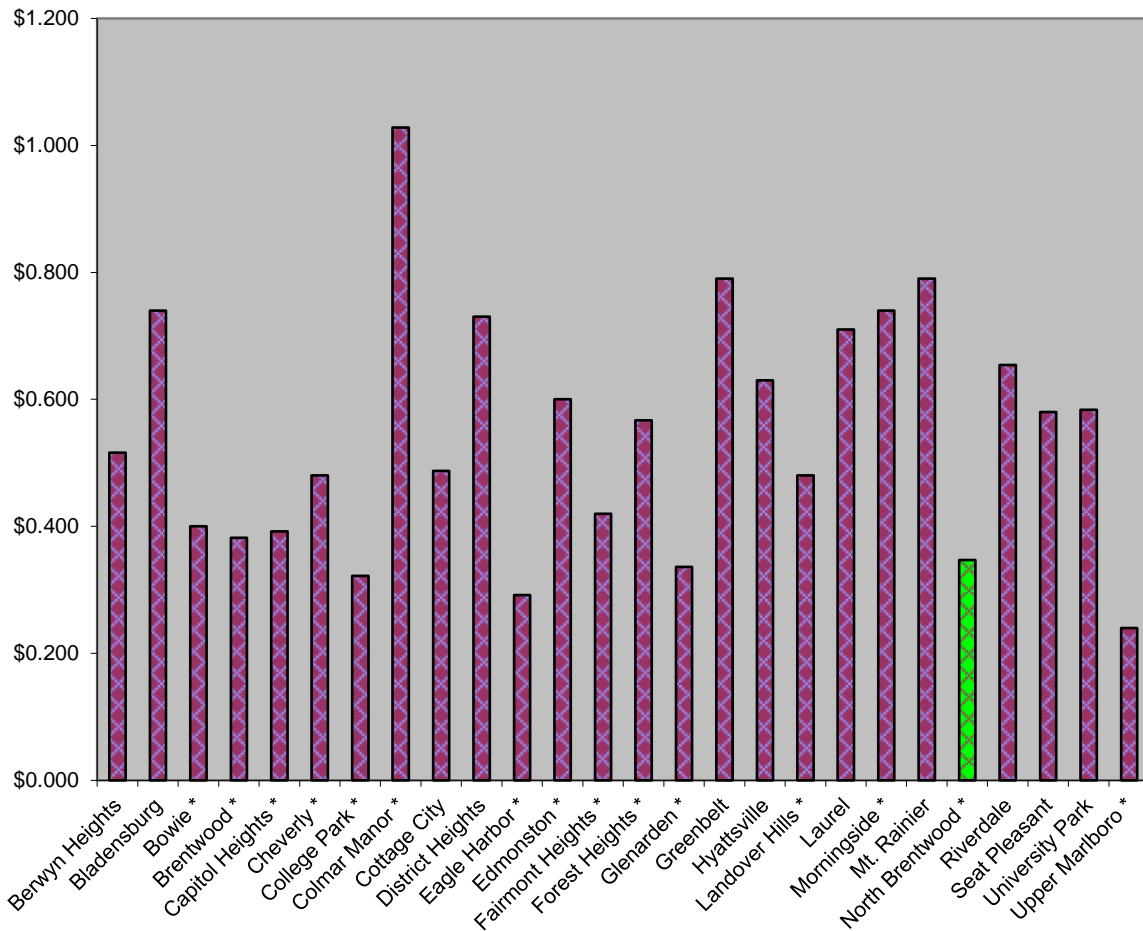
MUNICIPALITY	POPULATION	TAX RATE PER \$100	+OVER () UNDER THE AVG.
NEW CARROLLTON	12135	\$0.500	(\$0.048)
Berwyn Heights	3123	\$0.516	\$0.016
Bladensburg	9148	\$0.740	\$0.240
Bowie *	54727	\$0.400	(\$0.100)
Brentwood *	3046	\$0.382	(\$0.118)
Capitol Heights *	4337	\$0.392	(\$0.108)
Cheverly *	6173	\$0.480	(\$0.020)
College Park *	30413	\$0.322	(\$0.178)
Colmar Manor *	1404	\$1.028	\$0.528
Cottage City	1305	\$0.488	(\$0.013)
District Heights	5837	\$0.730	\$0.230
Eagle Harbor *	63	\$0.292	(\$0.208)
Edmonston *	959	\$0.600	\$0.100
Fairmont Heights *	1494	\$0.420	(\$0.080)
Forest Heights *	2447	\$0.567	\$0.067
Glenarden *	6000	\$0.336	(\$0.164)
Greenbelt	23068	\$0.790	\$0.290
Hyattsville	14733	\$0.630	\$0.130
Landover Hills *	1687	\$0.480	(\$0.020)
Laurel	25115	\$0.710	\$0.210
Morningside *	2015	\$0.740	\$0.240
Mt. Rainier	8080	\$0.790	\$0.290
North Brentwood *	517	\$0.347	(\$0.153)
Riverdale	6956	\$0.654	\$0.154
Seat Pleasant	4542	\$0.580	\$0.080
University Park	2548	\$0.584	\$0.084
Upper Marlboro *	631	\$0.240	(\$0.260)
Average Tax Rate		\$0.548	\$0.048

NOTE: Population taken from U.S. Census, Year 2010.

Tax rates obtained from Prince George's County office of Finance.

* Tax rates equal to or lower than New Carrollton's

FY 2012 MUNICIPAL TAX RATES



COST PER \$100 ASSESSED VALUE(ALPHA ORDER)

CURRENT REAL PROPERTY TAX RATES OF
MUNICIPALITIES IN PRINCE GEORGES COUNTY
(FOR THE TAXABLE YEAR ENDING JUNE 30, 2012)
COST PER \$100 OF ASSESSED VALUE (NUMERICAL ORDER)

Municipal property taxes in Prince Georges's County range from \$0.24 to \$0.807 per \$100 of assessed valuation. The City of New Carrollton's tax rate is sixteenth out of twenty-seven County municipalities. The average rate \$0.502

COST PER \$100 OF ASSESSED VALUE (NUMERICAL ORDER)			+OVER () UNDER THE AVG.
MUNICIPALITY	POPULATION	TAX RATE PER \$100	
NEW CARROLLTON	12135	\$0.500	(\$0.046)
Upper Marlboro *	631	\$0.240	(\$0.260)
Brentwood *	3046	\$0.382	(\$0.118)
College Park *	30413	\$0.322	(\$0.178)
North Brentwood *	517	\$0.347	(\$0.153)
Eagle Harbor *	63	\$0.292	(\$0.208)
Glenarden *	6000	\$0.336	(\$0.164)
Bowie *	54727	\$0.400	(\$0.100)
Cheverly *	6030	\$0.480	(\$0.020)
Capitol Heights *	4337	\$0.392	(\$0.108)
Fairmont Heights *	1494	\$0.420	(\$0.080)
Edmonston *	959	\$0.600	\$0.100
New Carrollton	12135	\$0.500	\$0.000
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Cottage City	1305	\$0.488	(\$0.013)
Laurel	25115	\$0.710	\$0.210
Greenbelt	23068	\$0.790	\$0.290
Mt. Rainier	8080	\$0.790	\$0.290
Morningside *	2015	\$0.740	\$0.240
Average Tax Rate		\$0.546	\$0.046

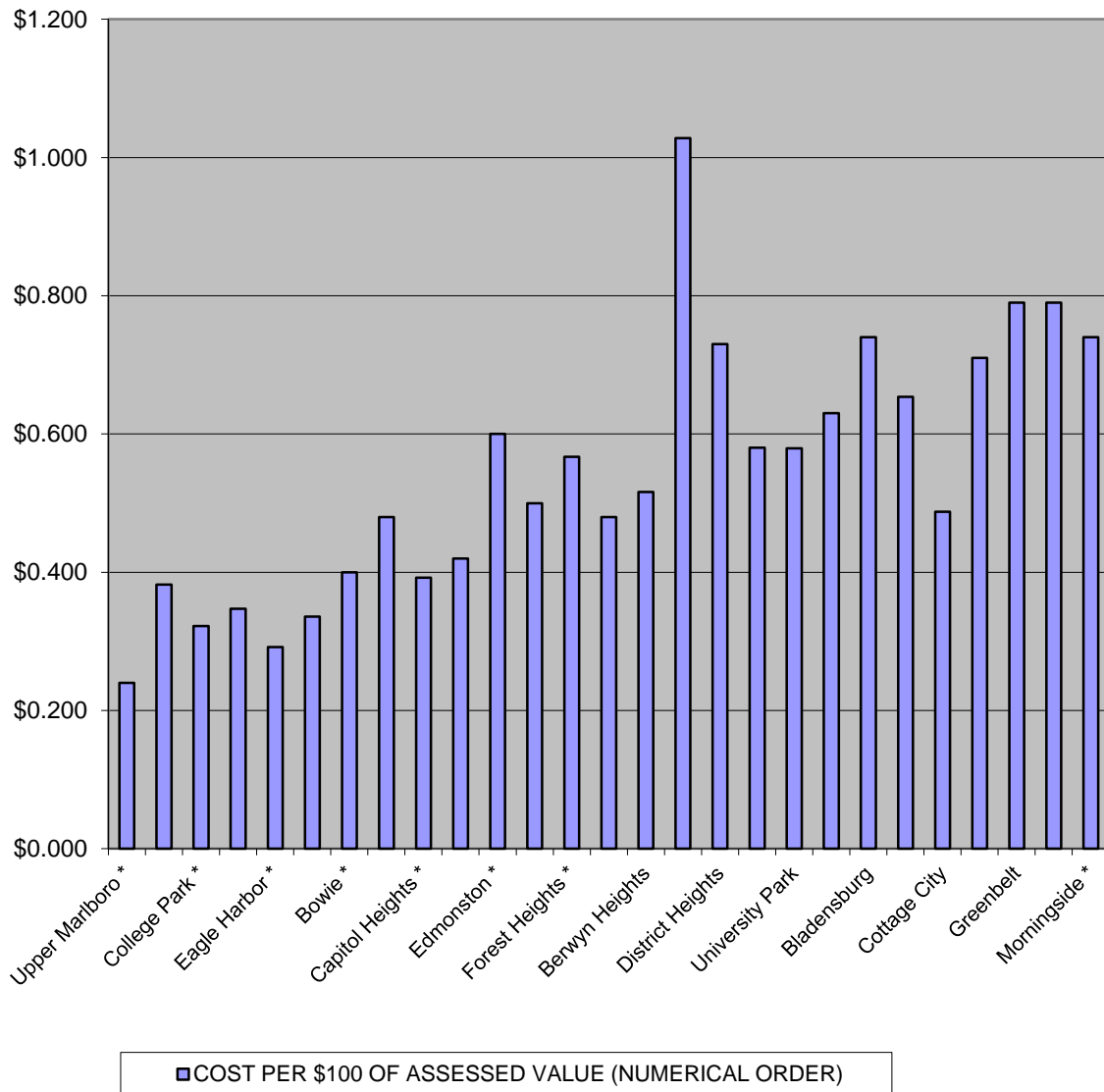
NOTE: Population taken from U.S. Census, 2010

Tax rates obtained from Prince George's County office of Finance.

* Tax rates equal to or lower than New Carrollton's

APPENDIX H

**FY 2012
MUNICIPAL TAX RATES**



APPENDIX H (PART-2)

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